

FEDERAL WORK STUDY EMPLOYERS

Thank you for your interest in the Federal Work Study (FWS) Program. If you wish to post a FWS position, please print and complete the Departmental Job Request Form and sign the FWS Policies form (see links below). Return the completed forms to Lisa Curtis in Enrollment Services at Rt. 1305. Once the forms are received and processed by Enrollment Services, the position will be posted on our web site for the students to view.

Interested students will contact you regarding your position(s). You will create all the necessary HCM forms to hire a FWS student. Please read the FWS Procedures and Instructions (see link below) carefully to understand and to become familiar with the hiring process.

Once a student has submitted a completed FWS Employer/Student Agreement form to Enrollment Services then the FWS hiring process will begin. **No FWS student is authorized to begin working before 09/01/09 until we have received an "Authorization to Work" e-mail from Enrollment Services and must have completed all of the necessary paperwork with Enrollment Services and Human Resources.**

Please print, review and complete the following documents and return them to Enrollment Services, Jamail Student Center, Room 2.110 or by e-mail to lcurtis@utmb.edu or by fax (409) 772-4466.

Specific information regarding the Federal Work Study process can be found at http://www.utmb.edu/enrollmentservices/federal_work_study/index.html.

If you have questions, please don't hesitate to contact Lisa Curtis at (409) 772-9789