

**Federal Work Study
2021-2022 Academic Year**

1. Complete the 2021-2022 Free Application for Federal Student Aid (FAFSA) online.
2. Make sure your registration is complete.
3. Login to Student Self-Service Under the Financial Aid Section:
 - a. Check FA Missing Information Letter to make sure you have no outstanding information/ documentation to submit to the Financial Aid Office.
 - b. Make sure you have accepted your Federal Work Study award in Student Self-Service.
 - c. Complete and submit the Work Study Application Processing Form. Self-Service will direct you to the Application Link.
4. Complete new hire documentation with Payroll Office.



The Cooper Union for
The Advancement of
Science and Art

Financial Aid Office
30 Cooper Square Second Floor
New York, NY 10003

2021-2022 Federal Work Study Processing Form

_____	_____	_____
Last Name	First Name	Student ID#
_____		_____ @cooper.edu
Address		Email
_____	_____	_____
City	State	Zip Code
		Primary Contact #

Positions: Indicate the top three positions you are interested in applying for 2021-2022.

1. _____
2. _____
3. _____

Available to Work: (Check and provide hours)

Monday/ Hours: _____

Tuesday/ Hours: _____

Wednesday/ Hours: _____

Thursday/ Hours: _____

Friday/ Hours: _____

Describe special skills:

Terms and Conditions:

I have read, and accept the Federal Work Study Policy.

I understand that Federal Work Study is on a first come first basis.

I will respect and follow all necessary requirements.

_____	_____
Signature	Date

THIS FORM MUST BE RETURNED TO THE FINANCIAL AID OFFICE IN ORDER TO INITIATE YOUR FEDERAL WORK STUDY PROCESS.