

**Federal Work Study**  
**2022-2023 Academic Year**

1. Complete the 2022-2023 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. Complete and submit the Work Study Application Processing Form to fws@cooper.edu.
4. Complete new hire documentation with Payroll Office.



The Cooper Union for  
The Advancement of  
Science and Art

Financial Aid Office  
41 Cooper Square  
New York, NY 10003

## 2022-2023 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 2022-2023.

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 FWS@COOPER.EDU IN ORDER TO INITIATE YOUR FEDERAL WORK STUDY PROCESS.