Federal Work Study
Student Employment Office
Financial Aid Operations and Services
2130 Fulton Street, LM 251
San Francisco, Ca 94117-1080
415.422.6770 phone
415.422.2203 fax
stuemp@usfca.edu
www.usfca.edu/student-employment

January 24, 2008

Re: Federal Work-Study Questionnaire

Dear :

Our records show that you have been awarded and are eligible to obtain a Federal Work-Study position but our records also show that you have not been hired for a Federal Work-Study (FWS) position for the 2008-2009 academic year.

In order for the University to commit the appropriate federal funds required to run this program, Student Employment needs to know your plans to utilize your Federal Work Study award. Please help us update our records by notifying us of any pending new hire paper work that your supervisor plans to submit for you and/or if you would like to reserve your spring half of your award by answering the following questions.

1.	I have attempted to find a work study position this fall 2008 semester	True	False
2.	I have obtained a position, please notify my supervisor If True, please indicate: Supervisor: _____ Department: _____	True	False
3.	I have not obtained a position but I intend to use my Federal Work-Study award in the spring 2009 semester	True	False

If you intend to use your Work Study grant during the spring semester, please bookmark the following online job boards and refer to the links when you begin your search next spring:

On-campus: https://spirit2.usfca.edu/stuemp/on_campus.htm

Off-campus: https://spirit2.usfca.edu/stuemp/off_campus.htm

Please print, complete, sign, and return this questionnaire to One Stop located at Lone Mountain 251 on or before **Monday, OCTOBER 19, 2008.** If you do not respond to this questionnaire, the University will assume that you will **not** use your eligibility and your Federal Work-Study grant will be ***canceled***.

Last Name First Name ID #

Signature Date