

Off-Campus Federal Work Study Program Checklist

[ ]  Post a FWSP-eligible job to the SEO jobs database.

[ ]  Ask applicants if they are FWSP-eligible. Undergraduates can check at my.harvard.edu. Graduate students must call their financial aid office.

[ ]  Interview candidates and offer a position.

[ ]  Instruct new hire to register the FWSP job at the SEO website.

[ ]  Receive confirmation of eligibility from the SEO.

[ ]  Sign an off-campus Agency Agreement (please read completely).

[ ]  Student begins working and reports hours on a weekly basis to Peoplesoft (Harvard’s … HR system)