

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)