



Administration Building, Room 104
160 Convent Avenue
New York, New York 10031
Tel: 212.650.6662
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FINANCIAL AID
Division of Student Affairs

Dear Student:

Congratulations! You have been awarded a FEDERAL WORK-STUDY (FWS) AWARD for the 2006-2007 School Year (June 2006 to May 2007). See the enclosed award letter for the award amount.

You may choose to use your award during the Summer 2006 or the Academic Year 2006-2007. The last workday for the summer is Friday, August 25, 2006. The last workday for the Academic Year is Friday, May 25, 2007. Entering freshmen (1st time college students) cannot use their FWS award during the Summer.

On-campus FWS jobs are now listed on The City College website at www.ccnyc.cuny.edu.

- For jobs click on:
1. "Current Students"
 2. "Support & Aid for Students"
 3. "Financial Aid"
 4. "Federal Work-Study"
 5. "On-Campus Job Listing"

Please choose and print three job listings where you would like to work. Come to placement with the three job listings in case you are not hired at your first choice. Salaries for these FWS positions range from \$8.00 to \$10.00 per hour. Information about off-campus jobs is available in the Financial Aid Office. Some positions require a resume.

The placement schedule and the list of documents that are needed to complete the I-9 form are also enclosed.

Please bring the following with you when you come to placement:

- printout of three job listings that you are interested in,
- proper documents for the I-9 form,
- completed I-9, W-4, IT-2104 or IT-2104-E forms. (Follow instructions 1 – 3 listed above - look for the forms under "Printable Office Forms")

You cannot be placed on an FWS job until you submit all required forms and documents.

You should dress appropriately since you may be sent on a job interview the day of placement.

Sincerely,

The Financial Aid Office
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FALL 2006 PLACEMENT DATES	INTERSESSION 2007 PLACEMENT DATES	SPRING 2007 PLACEMENT DATES
Tuesday, 9/5/06 (A-F)	Monday, 12/4/06 (A-F)	Monday, 2/5/07 (A-F)
Wednesday, 9/06/06 (G-L)	Tuesday, 12/5/06 (G-L)	Tuesday, 2/6/07 (G-L)
Thursday, 9/7/06 (M-R)	Wednesday, 12/6/06 (M-R)	Wednesday, 2/7/07 (M-R)
Monday, 9/11/06 (S-Z)	Thursday, 12/7/06 (S-Z)	Thursday, 2/8/07 (S-Z)
Thursday, 9/14/06 (G-L)	Monday, 12/11/06 (G-L)	Thursday, 2/15/07 (A-F)
Monday, 9/18/06 (M-R)	Tuesday, 12/12/06 (M-R)	Tuesday, 2/20/07 (G-L)
Thursday, 9/21/06 (A-F)	Wednesday, 12/13/06 (S-Z)	Wednesday, 2/21/07 (M-R)
Monday, 9/25/06 (S-Z)	Tuesday, 1/2/07 (A-F)	Thursday, 2/22/07 (S-Z)
Thursday, 9/28/06 (A-F)	Wednesday, 1/3/07 (M-R)	Monday, 2/26/07 (G-L)
Monday, 10/2/06 (G-L)	Thursday, 1/4/07 (S-Z)	Tuesday, 2/27/07 (M-R)
Thursday, 10/5/06 (M-R)		Wednesday, 2/28/07 (S-Z)
Thursday, 10/12/06 (S-Z)		Monday, 3/5/07 (A-F)
Monday, 10/16/06 (A-Z)		Thursday, 3/8/07 (M-R)
Thursday, 10/19/06 (A-Z)		Monday, 3/12/07 (S-Z)
		Thursday, 3/15/07 (A-Z)

Placement dates are arranged according to the first letter of your last name. Come to the Financial Aid Office, Administration Building, Room 104, on the above dates from 9am to 12pm, and from 1:30pm to 3:00pm for placement.

If you are unable to make the scheduled placement dates, you may make an appointment by calling (212) 650-6662.