



Willie 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

May 2007

Dear Student:

Congratulations! You have been awarded a FEDERAL WORK-STUDY (FWS) AWARD for the 2007-2008 School Year (June 2007 to May 2008). See the enclosed award letter for the award amount.

You may choose to use your award during the Summer 2007 or the Academic Year 2007-2008. The last workday for the summer is Friday, August 24, 2007. The last workday for the Academic Year is Friday, May 23, 2008. Entering freshman (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.ccnycunyu.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 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 in a 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
Enc.

SUMMER FEDERAL WORK-STUDY PLACEMENT DATES

Monday, 6/4/07 (A - F)	Tuesday, 6/5/07 (G - L)	Wednesday, 6/6/07 (M - R)	Thursday, 6/7/07 (S - Z)
Monday, 6/11/07 (A-F)	Tuesday, 6/12/07 (G-L)	Wednesday, 6/13/07 (M-R)	Thursday, 6/14/07 (S-Z)
Monday, 6/18/07 (A-F)	Tuesday, 6/19/07 (G-L)	Wednesday, 6/20/07 (M-R)	Thursday, 6/21/07 (S-Z)
Monday, 6/25/07 (S-Z)	Tuesday, 6/26/07	Wednesday, 6/27/07	
Monday, 7/9/07 (A-L)	Tuesday, 7/10/07 (M-Z)	Wednesday, 7/11/07 (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.

Wednesday, 7/11/07 is the last placement date for summer.