

**SUMMER/FALL/SPRING 2024-2025  
WORK STUDY JOB CERTIFICATION**

Students are not permitted to work until all Payroll and Employment forms have been submitted to and approved by the Office of Student Employment. Forms cannot be submitted electronically.

**Finding an Employer**

It is your responsibility to identify and arrange interviews with eligible employers. Approved FWS positions are listed on our Federal Work-Study website <http://www.umaryland.edu/workstudy>.

The Student Employment Office is located at 601 West Lombard Street, Suite 221.

**New UMB Work Study Students**

After you find an eligible job, you must complete a payroll packet. The completed payroll packet will be used for employment verification. Completed packets must be hand delivered for review.

**Federal Work-Study Students** are not permitted to exceed 20 hours of work per week and must be enrolled properly, 6 credit hours for graduate/professional students and 9 credit hours for undergraduate students after the add/drop period.

For Office Use Only: Emp. ID # \_\_\_\_\_ FWS Award Amount: \_\_\_\_\_

If you have previously earned Federal Work-Study funds at UMB and you have already been hired by an eligible Work-Study employer, you still need to provide the following information:

Student's Legal Name: \_\_\_\_\_

SSN# \_\_\_\_\_ Local Phone No. \_\_\_\_\_

Local Address: \_\_\_\_\_

University Email Address: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

**To be Filled Out by Approved Supervisor ONLY**

Organization/Department Name: \_\_\_\_\_

Supervisor's Legal Name: \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Alternate Supervisor's Legal Name: \_\_\_\_\_

Alternate Supervisor's Title: \_\_\_\_\_

Supervisor's Phone No.: \_\_\_\_\_ Fax No: \_\_\_\_\_

Position Title: \_\_\_\_\_

Position Location: \_\_\_\_\_

Please check one: Is the position On Campus \_\_\_\_\_ or Off Campus Worksite \_\_\_\_\_

**Could this position be considered Community Service? Yes \_\_\_\_\_ No \_\_\_\_\_**

We cannot complete your Job Certification until your supervisor has submitted a Summer/Fall/Spring Student Work-Study Request Form. (If the position is listed on our website, then your supervisor has already submitted this form.)

*Return completed form to:*

*Student Financial Assistance & Education; University of Maryland, Baltimore; 601 W. Lombard St, Suite 221; Baltimore, MD 21201  
Phone: 410-706-7347 E-Mail: [fws@umaryland.edu](mailto:fws@umaryland.edu) URL: [www.umaryland.edu/workstudy](http://www.umaryland.edu/workstudy)*