

TO: Gilberte Spinelli, Rm 1415 IAB

DATE: _____

SCHOOL OF INTERNATIONAL AND PUBLIC AFFAIRS
2007 – 2008 REQUEST FOR WORKSTUDY HIRE FORM

Name of Candidate: _____

Social Security Number: _____

Student's Phone # _____

Student's E-mail address: _____

FWS Award Amount: _____

Office of Appointment: _____

Name of Supervisor: _____

Estimated Start Date*: _____

*Actual start date is determined by the FWS Office.

Type of Appointment: **Regular Work Study Student**

MIA – PA **MPA – PA**

This is to certify that I have been given the 2007–2008 Federal Work Study Procedures memo and Payroll/Timesheet schedules from my supervisor.

- I have completed hire paperwork (I-9 Form, tax forms) with the FWS Office**
- I have worked on the FWS/Casual Payroll at Columbia in the last 3 years**

Student's Signature _____

Date _____

This is to certify that the above-named student has been hired as specified and has received the Federal Work Study Procedures Memo and Payroll/Timesheet Schedules for the 2007 – 2008 FWS Year.

Supervisor _____

Supervisor's Signature: _____