

OFFICE OF CAREER SERVICES

WORK-STUDY PROGRAM

The Federal Work-Study Program

The Federal Work-Study (FWS) program is a matching-funds program that allows nonprofit or federal, state, or municipal agency employers to provide paid internships when they might not otherwise be able to do so. Student interns eligible for work-study may be paid a minimum of \$15.00/hour and a maximum of \$23.50/hour depending on the job title and job classification assigned by the employer. The host organization pays 40% and the federal government pays the remaining 60% of the salary. The FWS program is available during the academic year and the summer months of July and August.

Students may work up to 20 hours per week during the academic year (including Spring Break) and 35 hours per week during eligible winter and summer break. The work performed must be in the public interest. Specific guidelines regarding what is and is not considered public interest work can be found on the Work-Study Office website (www.sfs.columbia.edu). Columbia University is deemed the employer under the FWS program, i.e., it pays the intern's salary and workers' compensation and it withholds any required income taxes. The host organization makes regular payments to Columbia University to cover the 40% of the intern's salary.

How to Determine Your Work-Study Eligibility

Students participating in the Federal Work-Study Program: 1) Must be U.S. citizens or Permanent Residents, and 2) Must be eligible to receive Federal Work-Study wages.

Your first step is to meet with your financial aid officer to determine your Work-Study eligibility and Work-Study allocation. Alternatively, you can verify your eligibility and allocation through the Columbia University Students Services Online (SSOL) website to track your Award Letter through the Financial Aid section.

A student's Work-Study allocation represents 100% of the earnings that the student may earn under the FWS program. Also, the student's allocation is used to cover both the federal government's 60% and the host organization's 40% contributions to that student.

How to Seek On- and Off-Campus Work-Study Positions

On-Campus Work-Study Opportunities for Students

At the beginning of each semester, look out for postings in the SIPA building and around the Columbia campus for various Work-Study positions covering research and other administrative tasks. Concentration offices, regional institutes, libraries, computer labs, and administrative offices often hire Work-Study students. Many Work-Study positions are advertised on an as-needed basis and many are offered year-round.

Columbia University's Federal Work-Study Program maintains a central database of job postings. Make sure to check that on a regular basis. To access the work-study job listings:

1. Go to www.fws.columbia.edu.
2. Select [Students: Find a Work-Study Job].

Off-Campus Work-Study Opportunities for Students

Regularly check *SIPALink* for off-campus Work-Study positions. Note that many organizations do not advertise their internships as Work-Study positions; however, students have persuaded the organizations to make the internships Work-Study eligible by informing the organizations about the FWS program. In addition, internships often come to SIPA through alumni or contacts who are not aware of their organizations' participation in the FWS program, i.e., empower yourself to investigate the possibility of making the internship Work-Study eligible.

Work-Study with Federal, State, Municipal Agency Employers:

New York City Public Service Corps

New York City Public Services Corps funds the largest off-campus Work-Study program for NYC agencies. The New York City Public Service Corps (formerly known as Urban Corps) began more than 30 years ago as an alternative to on-campus placements for students receiving Federal Work-Study financial aid. Public Service Corps internships are for undergraduate and graduate Work-Study students from affiliated colleges and universities both in New York City and across the nation. With more than 30 city agencies participating, students may choose from a myriad of internship opportunities related to their interests.

Each year, more than 1,000 students become Public Service Corps interns, working in diverse areas including but not limited to social work, education, law, accounting, health, and office administration. Public Service Corps interns also help to improve reading skills in NYC's youngest citizens through the "America Reads" federal literacy initiative. The Public Service Corps provides information and forms for participating agencies and students at www.nyc.gov/html/dcas/html/work/psc.shtml.

If you have any questions about the program, call the Public Service Corps at 311 or call (212) NEW-YORK if outside of NYC.

Selection of NYC Agencies participating in the Program:

NYC Administration for Children Services	NYC Department of Buildings
NYC Assistance Program	NYC Department of Finance
NYC Borough Presidents	NYC Department of Cultural Affairs
NYC Department of Health	NYC Department of Transportation
- Health Research Training Program	NYC Landmarks Preservation Commission
NYC Department of Health and Mental Hygiene	NYC Police Department
NYC Department of Education	

Work-Study with Nonprofit Organizations:

SIPA students have secured Work-Study positions in many nonprofit organizations including:

Action Against Hunger	Human Rights Watch
Alliance for Community Enhancement	Humpty Dumpty Institute, The
American Social History/We Care	Hunger Project, The
American Council on Germany	Interfaith Center on Corporate Responsibility
Americans for UNFPA	Landmark West
Asian American Legal Defense and Education Fund (AALDEF)	Legal Outreach Inc.
Asian University for Women	Local Initiative Support Corp.
Bronx Defenders Office	New York Association for New Americans
Business Executives for National Security	Northside Center for Child Development, Inc.
Center for Iranian Studies/MELAC	Project HEALTH, Harlem Hospital
Central American Legal Assistance	Pro-Mujer (Programs for Women)
Columbia University's Center for Global Health and Economic Development	Public Interest Projects
Columbia University's Office of Government Relations	Rainforest Alliance
Columbia University Press	Riverside Language Program
Common Ground Community	Rockefeller University, The
Doctors Without Borders	Sponsors for Educational Translingual Information Detection, Extraction and Summarization
Foundation for Cultural Review, The	Teach For America
Fresh Air Fund	Wildlife Conservation
Fund for the City of New York	Women's E-news
Harlem RBI	World Policy Institute

Please note that if you are interested in an organization and it is not listed above, this does not mean that it is ineligible to participate in the FWS program. Instead, please complete the OCS Off-Campus Work-Study form to confirm whether your organization meets the requirements of the FWS program. Then, you must educate the employer about the program and request their participation.

Steps to Take Once you Have Secured a Work-Study Position

Once a student has secured an off-campus Work-Study position, the student must obtain an Off-Campus Work-Study Form from the OCS website here:

<https://sipa.columbia.edu/careers/online-career-resources/ocs-forms>

A student must have the form signed by the host organization and return it to OCS with: 1) A letter confirming the internship or work opportunity on the host organization's letterhead and 2) Confirmation of your Work-Study allocation (e.g., a print-out from SSOL). Once the form has been signed by OCS, the student must bring the form to Columbia's Federal Work Study Payroll Office (located at 210 Kent Hall) to complete payroll procedures and to obtain paperwork for the host organization.

NOTE: Federal regulations prohibit retroactive Work-Study salary payments. Therefore, it is critical that Work-Study students take the necessary steps to place themselves on payroll at the beginning of the term in which they are appointed.

- **For more information about Federal Work-Study**, see the [SIPA Financial Aid Office](#) or <http://sfs.columbia.edu/content/jobs-getting-started>.
- **For information about off-campus Federal Work-Study internships, please contact:**

Office of Career Services
School of International and Public Affairs
420 West 118th Street, Rm. 420
New York, NY 10027
Tel: 212-854-4613
Fax: 212-854-6190
Email: sipainternships@sipa.columbia.edu

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Office of Career Services | 420 West 118 Street, Room 420, New York, NY 10027
212-854-4613 | Fax 212-854-6190 | sipa_ocs@columbia.edu | sipa.columbia.edu/ocs