

Placement Procedures for New Students

Freshman and transfer students need to complete and return the required Work-Study Employment Information Form **no later than July 15**. In mid-June, notification will be sent to eligible students from Career and Employment Services (CES) granting access to this form on the Web. On the form, students will be asked for information about their skills, work experiences and job preferences. CES staff use this information to provide an on-campus job referral to an available position that best fits with each student's abilities and interests. Job preferences will be honored if possible; keep in mind that many jobs are filled by continuing students. *Students will learn which job they are being referred to at a work-study information session held during orientation week in August.*

Work-Study Checklist for New Students

- ☐ Review [placement procedures for new students](#) and [student employment responsibilities and procedures](#).
- ☐ Complete and submit the required Work-Study Employment Information Form **no later than July 15** in order to be included in the academic year work-study program. *Access to this form on the web will be granted to eligible students in mid-June.*
- ☐ Be prepared to complete the [required I-9 form](#) by bringing the necessary original documents (no copies) with you in the fall. (See page 5 of the I-9 form for [a list of acceptable documents](#).)
- ☐ Review the [W-4 form](#) with your parents and know the number of allowances to claim.
- ☐ If you want to have your paycheck directly deposited to your bank or credit union account, bring a voided check or savings account deposit slip.
- ☐ Visit the On-Campus Employment Table on check-in day to complete your I-9, W4, and [Direct Deposit set-up form](#).
- ☐ Attend a required work-study information session during orientation week in August to receive your job referral.
- ☐ If you are not interested in participating in the work-study program, notify [Student Financial Services](#).