

What is Work Study?

The Federal Work Study program (also known as FWS or simply Work Study) is a federally funded program that provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay for educational expenses. Since this program is based on financial need, only some students qualify. In order to see if a student qualifies for work study, it should be labeled on your award letter. However, the work study award does not go toward your bill or tuition. Instead, you will be paid at the end of each month for the hours you worked. You can either receive a physical paycheck or sign up for direct deposit.

Here are some examples of departments you may be able to work for:

| Administrative | Academic |
|--|---|
| <ul style="list-style-type: none"> • Business Office • Locks Career Center • IT & Print Communications Office • Financial Aid • Registrar • Student Affairs • Library/AV • Continuing Education Office • Executive Office • Graduate Studies • Education Support Services • The Galleries • Art Shop • Peer Tutoring • Writing Center | <ul style="list-style-type: none"> • Art Education • Foundations • Fab Lab • Fashion • Fine Arts 2D • Fine Arts 3D • Graphic Design • Illustration • Interior Design • Liberal Arts • Photography/Photo Lab • Tool Shop |

*If you are interested in a Philadelphia non-profit organization, you can set up the work study program with that organization. This would be considered Off-Campus work study.

Work Study Job Fair

During Orientation, Financial Aid Office will host a Work Study Job Fair. This is for students who qualify for work study to meet with hiring departments in order to aid the job search process. Departments will have interested students sign up with their name and email. Students will be expected to go through an interview or application process. Students can apply to multiple jobs and see which is the right fit for them after going through their processes. You will receive more information about the work study job fair if you qualify.

Important Documents

After being accepted for a work study position, there will be a payroll packet and Work Study contract that students receive. This packet along with proper forms of identification will then be given to the Financial Aid Office by the student. The documents and information you will need are:

- Two forms of ID
 - We can only accept 1 of the following:
 - Moore ID
 - Driver's License
 - State ID
 - Military ID
- The other forms of ID can be:
 - Birth certificate
 - Passport
 - Social Security Card
 - Students will need to know their Social Security Number in order to fill out the necessary paperwork.
- If signing up for direct deposit
 - You will need to know your bank account information or have a voided check

Qualifying Incoming students should make sure they bring these documents with them during move-in to make this process easier.

International students will need the following:

- Passport
- I-94
 - You can get this at <https://i94.cbp.dhs.gov/I94/#/home>
- I-20 form from Moore
 - You may need to get this from Admissions

You will need to obtain a Social Security Number issued by the United States before you work if you do not already have one.

Work Study FAQs

How do I know if I qualify for Federal Work Study?

In order to find out if you qualify for work study, refer back to your award letter. If you are eligible, you will see federal work study on your letter.

What if I don't want to participate in Work Study, but it is on my Award Letter?

Please email the Financial Aid Office if you wish to decline your eligibility. Declining will have no effect on your bill.

What if work study is not on my Award Letter, but I want to participate in the program?

Please visit the Financial Aid Office. Our office will be able to do calculations to see if you may still be eligible. However, it is not guaranteed that you will be. Please do not apply or take any work study positions before meeting with the Financial Aid Office.

What is the difference between Federal Work Study (FWS) and Cafeteria Student Employment (CSC)?

Cafeteria Student Employment is another form of Federal Work Study. It will be named in your Award Letter and means you can only work in the Cafeteria. If you are awarded a CSC, and you want to do a Federal Work Study, please meet with the Financial Aid Office where they can do calculations to see if it is possible. However, there is no guarantee.