

**Federal Work Study
2024 – 2025 Academic Year**

1. Complete the 2024 – 2025 Free Application for Federal Student Aid (FAFSA).
2. Make sure your registration is complete.
3. Log in to Student Self-Service under the Financial Aid Section:
 - a. Check FA Missing Information Letter to make sure you have no outstanding information/documentation to submit to the Office of Financial Aid.
 - b. Complete and submit the Work Study Application Processing Form to fws@cooper.edu.
4. Complete new hire documentation with the Payroll Office.
5. Provide a class schedule to your supervisor

The Cooper Union for
the Advancement of
Science and Art



Office of Financial Aid
41 Cooper Square
New York, NY 10003

2024 – 2025 Federal Work Study Processing Form

_____	_____	_____
Last Name	First Name	Student ID#
_____		_____ @cooper.edu
Address		Email
_____	_____	_____
City	State	Zip Code
_____		_____
		Primary Contact #

Positions: Indicate the top three positions you are interested in applying for 2024 – 2025.

1. _____
2. _____
3. _____

Available to Work: (check and provide hours)

Monday/Hours: _____
Tuesday/Hours: _____
Wednesday/Hours: _____
Thursday/Hours: _____
Friday/Hours: _____

Special Skills:

Terms and Conditions:

I have read and accept the Federal Work Study Policy. I understand that Federal Work Study is on a first come, first basis. I will respect and follow all necessary requirements.

Signature

Date

THIS FORM MUST BE RETURNED TO FWS@COOPER.EDU IN ORDER TO INITIATE YOUR FEDERAL WORK STUDY PROCESS.