

2019-2020 Federal Work-Study Authorization Form (2 pages)

Step 1: Take Authorization Form to meet supervisor. If hired, student and supervisor must complete **Sections 1-2** below.

Step 2: Please review the back of this form to determine which documents you are required to take with you to Human Resources (B Building, Room 219, Haverhill Campus) for I-9 completion. HR will complete **Section 3**.

Step 3: Thoroughly Read, Sign, and Submit the student Federal Work-Study Contract

Step 4: Take Authorization Form to Student Financial Services.

Step 5: Do **not** work until you receive a confirmation email from the Federal Work-Study Coordinator that you may begin.

Section 1: Student

Last Name: _____	First Name: _____
Student NECC Identification No: _____	
Anticipated Fall Enrollment (# of credits): _____	Anticipated Spring Enrollment (# of credits): _____
<p>As a work-study student, you are expected to follow all policies and procedures regarding confidentiality: No student, client, or staff personal information may be disseminated to unauthorized persons. Unauthorized inquiries should be referred to appropriate staff member. All passwords should be kept secure and secret. Access to personal information should be limited to those who have a business reason for seeing it. Further guidelines may be provided by your work-study site supervisor.</p> <p>By signing here, you agree to these confidentiality terms.</p>	
Student Signature: _____	Date: _____

Section 2: Supervisor

Supervisor Name: _____	
Department: _____	ORG #: _____
Position Student Hired For: _____	Comments: _____
By signing below, the supervisor is committing to the employment of the above student for his/her department.	
Supervisor Signature: _____	Date: _____

Section 3: Human Resources

OBRA reviewed _____ Medicare Tax reviewed _____	HR Staff Signature: _____	Date: _____
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****Deliver to Student Financial Services with Student Contract Confirmation****

	<u>Number of hours</u>		<u>Awarded Hourly Rate</u>	<u>Total Award</u>
	Fall	Spring		
Authorized:	_____	_____	\$ _____	\$ _____
Federal Work Study Coordinator Signature: _____			Date: _____	Entered in Banner _____

Office Use Only:	<input type="checkbox"/> RRAAREQ	<input type="checkbox"/> RPAAWRD	<input type="checkbox"/> ROAENRL (6+ Credits Hrs)
Staff Signature _____	Date _____		

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

<p>LIST A Documents that Establish Both Identity and Employment Authorization</p>	<p>OR</p>	<p>LIST B Documents that Establish Identity</p>	<p>AND LIST C Documents that Establish Employment Authorization</p>
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card	4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record	5. Native American tribal document
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		6. Military dependent's ID card	6. U.S. Citizen ID Card (Form I-197)
		7. U.S. Coast Guard Merchant Mariner Card	7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		8. Native American tribal document	8. Employment authorization document issued by the Department of Homeland Security
		9. Driver's license issued by a Canadian government authority	
		For persons under age 18 who are unable to present a document listed above:	
		10. School record or report card	
		11. Clinic, doctor, or hospital record	
		12. Day-care or nursery school record	

Examples of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.