Graduate Work-Study Program
2010-2011 Flow Chart

PRE-REQUIREMENTS FOR STUDENTS

- Submit FAFSA by priority filing deadline (Mar. 2)
- Enrolled at least half time (4 units)*
- Must demonstrate adequate need

*For students not enrolled during summer please contact the WS Office (310) 206-0446

DEPARTMENT

- Develop effective plans and strategies to market the program to its graduate students and faculty
- Establish internal student selection criteria and process. Identify outside agency paid internship programs that are related to the student's field of study

STUDENT

- Request GWSP participation request forms from student's graduate department. (Ex. Theater student would request from Theater, Film & TV dept.)
- If the potential employer is a new Off-Campus Employer they must receive departmental approval prior to filling out paper work.
- Give job requisition portion to potential employer

EMPLOYER

- Fill out job description and give back to student to submit to Graduate Division for approval.
- On-Campus has the option of submitting it electronically through the Work-Study website (Check yes for "Graduate Masters Work-Study Program" to be reviewed).

GRADUATE STUDENT SUPPORT

- Approves/denies job description and notifies Employer and Financial Aid.

STUDENT

- If job is approved Student and Dept. fill out the remainder to the forms and submits them to the Graduate Student Support

GRADUATE STUDENT SUPPORT

- Approves/denies GWSP participation Request Forms

FINANCIAL AID

- Review student's eligibility
- Approves/Denies award amount
- Notifies student and department of the new award amount

STUDENT

- Receives new eFAN notifying award increase
- Accepts award increase online
- Notifies department that the award has been accepted on line
- Have referral form submitted

On-Campus Employer

- Submit student's referral online. (Do not enter student's appt. on EDB unless submitted.)
- Enter appointment on EDB.

STUDENT

- Print out referral Form (through the WS website) and have employer fill it out.

Off-Campus Employer

- Fill out referral form and give back to student.

STUDENT

- Must bring signed referral to Work-Study Office to fill out hiring paperwork, along with approved I-9 Identification. http://www.uscis.gov/files/form/i-9.pdf