



HARVARD COLLEGE
Admissions & Financial Aid
STUDENT EMPLOYMENT OFFICE

Off-Campus Federal Work Study Program Checklist

- Post a FWSP-eligible job to the SEO jobs database.

- Ask applicants if they are FWSP-eligible. Undergraduates can check at my.harvard.edu. Graduate students must call their financial aid office.

- Interview candidates and offer a position.

- Instruct new hire to register the FWSP job at the SEO website.

- Receive confirmation of eligibility from the SEO.

- Sign an off-campus Agency Agreement (please read completely).

- Student begins working and reports hours on a weekly basis to Peoplesoft (Harvard's HR system)