

# Federal Work-Study Program

## Application Process for a Work-Study Job

The federal work study program (FWSP) enables eligible students to be employed by OSU-OKC either on or off campus. This program is designed to give students the opportunity to work part-time to help meet the costs of their postsecondary education. Rate of Pay: \$9.25 an hour for on-campus; \$9.75 an hour for Community Service; and \$10.00 an hour for Community Service tutoring positions. Students may work up to 20 hours per week depending on individual eligibility.

### Guidelines:

1. **Complete the [FAFSA](#) using OSU-OKC's school code #009647.** Student must specify on the FAFSA an interest in employment for eligibility to be determined. If that is not indicated with initial submission, student can complete the Award Adjustment Request form available in financial aid to be considered for work-study.
2. **Receive an Award Notification** from OSU-OKC Office of Financial Aid & Scholarships that will offer the work study option (FWSP) pending the availability of funds.
3. **Accept offer of FWSP** by logging into [MY.OKSTAT.EDU](http://MY.OKSTAT.EDU).
4. **Complete on-line job application for the work-study job** at <https://hr.okstate.edu/employment-opportunities>. Click on campus "**Oklahoma City**" and scroll down to "**Work-Study**". Answer all application questions completely and submit resume with employment application.
5. **Contact Human Resources** (see contact info below) to indicate interest in the work-study program and to schedule a short interview to determine your interests and find the best fit for you.
6. **A Criminal Background Check.** All OSU-OKC employees must satisfactorily pass a criminal background check as a condition of employment. Applicant's authorization will be obtained prior to submission.
7. **Department Supervisor Interview & Hiring Decision.** The department supervisor will interview the applicant, and determine whether the student's availability and skill-set match their job requirements.
8. **Report to Human Resources (AD 210).** If accepted, the student must then report to Human Resources to complete new-hire paperwork and supporting documents (the standards compliance agreement). To complete new-hire documentation, the student must present their social security card, identity and employment authorization documents (contact HR rep below if clarification is needed in this regard), and a voided check for direct deposit.
9. **Work to commence based upon schedule agreement.**

### Contact Information:

#### Regarding the awarding of FWSP:

Office of Financial Aid & Scholarships  
Student Center, Room 100  
(405) 945-8646 or (405) 945-8681  
[okc.finaid@osuokc.edu](mailto:okc.finaid@osuokc.edu).

#### Regarding the placement of FWSP jobs:

Lynne Burgett or Austin Cagle  
Human Resources, AD, Room 210  
(405) 945-6727  
[okc.humanresources@okstate.edu](mailto:okc.humanresources@okstate.edu)