

## OFF CAMPUS WORK STUDY HIRING-AUTHORIZATION FORM

The process starts with the hiring agency initiating the form. Once they complete the form, the student will get an email to complete their section. Once they submit the form, Financial Aid will get an email to complete her section. When Financial Aid signs her section, the employer will receive an email that the form has been processed and includes the student's ceiling and a link to the completed form. Financial Aid will send a copy of the completed form to HR and to the student.

To begin the process, the employer needs to [click the link to the form](#) and create an account, if they do not have one.

See instructions: <https://www.unh.edu/financialaid/forms> (under Dynamic Forms Information).

Once the employer completes their section, including signing the form and hitting submit, the student that is being hired will get an email to complete their section.

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## HIRING AGENCY SECTION

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Please complete this section below, and the student will be sent an email to complete their section of the form. Once all of the required fields are completed, please press the "submit form" button in the bottom left of the page.

Employing Dept./Agency: *	<input type="text"/>		
Physical Address: *	<input type="text"/>		
City: *	<input type="text"/>	State: * <input type="text" value="-- Please Select --"/> <input type="button" value="v"/>	Zip: * <input type="text"/>
Employer Phone *	<input type="text"/>	Fax	<input type="text"/>
Student Job Title: *	<input type="text"/>	Academic Year: * <input type="text" value="-- Please Select --"/> <input type="button" value="v"/>	Hourly Rate: * <input type="text"/>
Supervisor First Name: *	<input type="text"/>	Supervisor Last Name: *	<input type="text"/>
		Supervisor Email: *	<input type="text"/>
Supervisor Title *	<input type="text"/>		
Average Hours/Week: *	<input type="text"/>	Job Description: *	<input type="text"/>

Please enter your Student's contact information below. They are required to add their electronic signature to this form.

Student First Name: *	<input type="text"/>	Last Name: *	<input type="text"/>	Student Middle Name	<input type="text"/>
Student Email: *	<input type="text"/>				

Fund: *	<input type="text"/>	Org: <b>UUCWSP</b>	Account: <b>61SNWS</b>	Program: <b>020</b>
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**\*\*IMPORTANT\*\***

The student is NOT OFFICIALLY EMPLOYED AND SHOULD NOT BEGIN WORKING until the Employment form is authorized by the Financial Aid Office. A copy will be emailed to the student, employer, Human Resources and Payroll upon authorization.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

SAMPLE STUDENT EMAIL:



You are receiving this email because you have applied for employment at {Agency}. Please click the link below to login using your UNH credentials.

[Click here to complete your section of the form.](#)



Hello {agency\_name},

Your 2020-2021 Federal Work-Study Employment Authorization has been completed and approved for {student\_name}.

They are allowed to earn \$ 2,500.

Thank you,  
Kim Rhine  
University of New Hampshire Financial Aid Office

Please visit your Dynamic Forms home page by clicking [here](#).

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Link to [Off Campus Federal Work Study Employment Authorization](#)