

Student Worker Required Paperwork

All required forms can be found on the Financial Aid Website:
<http://www.etsu.edu/finaid/Forms/StudentEmploymentForms.asp>

Academic Performance Scholarship (APS)

- Student Employment Status Information Sheet
- Monthly APS timesheet – due by the 7th of each month

Highly recommended to complete the following, especially if it is anticipated the student will change to FWS or RSWP when completing their APS hours.

- W-4
- I-9
- Two Forms of Identification for the I-9
(Social Security Card can be used for one of the IDs)
- Copy of Signed Social Security Card
- Authorization of Direct Deposit of Pay

New Hire of Federal Work Study (FWS)

- Student Employment Status Information Sheet
- W-4
- I-9
- Two Forms of Identification for the I-9
(Social Security Card can be used for one of the IDs)
- Copy of Signed Social Security Card
- Authorization of Direct Deposit of Pay

Retaining of Federal Work Study (FWS)

- Student Employment Status Information Sheet
- W-4 – if changes to the address or exemptions
- Authorization of Direct Deposit of Pay – if there is a change to bank information

New Hire of Regular Student Worker Program (RSWP)

- Student Employment Status Information Sheet
- W-4
- I-9
- Two Forms of Identification for the I-9
(Social Security Card can be used for one of the IDs)
- Copy of Signed Social Security Card
- Authorization of Direct Deposit of Pay

Retaining of Regular Student Worker Program (RSWP)

- Student Employment Status Information Sheet
- W-4 – if changes to the address or exemptions
- Authorization of Direct Deposit of Pay – if there is a change to bank information

**If they are an international student, they will need to contact Jennifer Crigger in Auxiliary Services to complete glacier paper work. This will need to be done before all other paperwork is processed in financial aid. **