

Case Western Reserve University admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.



Office of University Financial Aid  
435 Yost Hall  
Case Western Reserve University  
2049 Martin Luther King Jr Dr  
Cleveland, Ohio 44106-7049  
[financialaid.case.edu](http://financialaid.case.edu)

## STUDENT EMPLOYMENT



## FINDING A JOB

The Office of Student Employment serves students seeking part-time employment on and off campus during the academic year and summer term. While on-campus jobs are available to all students, paid off-campus community service opportunities through the Office of Student Employment are available only to students eligible for Federal Work Study (FWS).

Student job opportunities are posted at CWRULink case-csm.symplicity.com / sso / students.

Students should complete the Student Employment Application online and submit to the supervisors of jobs in which they are interested.

Upon hire, the student will complete the required payroll paperwork, available at [financialaid.case.edu](http://financialaid.case.edu) and in the Office of Student Employment.

## HOW FEDERAL WORK STUDY (FWS) ELIGIBILITY IS DETERMINED

Students must demonstrate financial need in order to be eligible for FWS. Earnings from FWS are excluded as income on the FAFSA in the year subsequent to when they were earned. Earnings are paid directly to the student and are not credited against the student's tuition account. If a student is enrolled during the summer, he or she may be eligible for a separate summer FWS award.

## EMPLOYMENT GUIDELINES

Students typically work 8 to 10 hours per week. However, a student may work up to 20 hours per week during academic time periods and up to 40 hours per week during breaks at least a week long (spring break, winter break and summer). Students may not work during times they are scheduled to be in class.

Most students are paid on a bi-monthly basis. Students receiving stipends are paid monthly on the last working day of each month. Direct deposit is the preferred method of payment. However, students may pick up their paychecks at the Office of Student Employment with presentation of a photo ID.

## REQUIRED PAPERWORK

Before students may begin working, they must complete the following:

Ohio Employees Withholding Exemption Certificate, or Ohio Employee's Statement of Residency in a Reciprocity State

Form W-4, Employee's Withholding Allowance Certificate

Form I-9, Employment Eligibility Verification. This form must be completed within three days of the start date. Acceptable forms of identification (listed on the reverse side of the I-9) must be presented. Photocopies or scanned copies of identification are not acceptable. Original documentation must be presented.

## INTERNATIONAL STUDENTS

International students must go to the International Student Services Office to obtain Permission to Work and Tax Confirmation forms prior to completing the required employment paperwork. Permission to Work forms must be renewed annually; however, some international students may be required to renew the form each semester.

An international student must obtain a valid Social Security card within 30 days of obtaining employment on campus. Refer to the Student Guide on Financial Aid for additional information on student employment at [financialaid.case.edu](http://financialaid.case.edu).