

TEXAS A&M INTERNATIONAL UNIVERSITY

Work-Study Request Form

Each department must fill out one form and return it to the Office of Student Financial Aid, USC 214.

Department:

Phone #:

Department Supervisor:

E-mail:

Requestor:

Number of positions:

Description of duties to be performed by work-study employee:

How are duties covered now?

What are your regular office hours?

How many other students work in your department?

Justification for position:

What are the ramifications of not having the position approved?

TO BE COMPLETED BY THE OFFICE OF STUDENT FINANCIAL AID

Number of student positions assigned to department for last two years:

Number of month's position(s) filled in current year:

Number of approved positions:

Approved by: VPSS

Date received in Office of Student Financial Aid: