



# FEDERAL WORK-STUDY PLACEMENT INSTRUCTIONS

SAN ANTONIO COLLEGE  
STUDENT FINANCIAL SERVICES, FAC #101  
1300 SAN PEDRO AVENUE  
SAN ANTONIO, TEXAS 78212  
(210) 486-0600 or Fax (210) 486-1737

A) **Complete the FWS Job Application**

B) **Review the Job Announcements:**

*Select a job position that may interest you and include up to 3 Job I.D. numbers in the space provided.*

C) **“Sign-In” for FWS Job Placement Processing:**

*A Federal Work-Study Program-Personnel Action Request will be issued to you for the positions you have selected. You will present the Federal Work-Study Program-Personnel Action Request to the interviewer. Be prepared to be interviewed or to make an appointment for an interview on the day your employment agreements are issued.*

**Hired**

*Once the FWS interview has concluded, your Supervisor will return the signed Federal Work-Study-Personnel Action Request and completed hiring packet directly to Employee Services and forward only a copy of the Federal Work-Study Personnel Action Request to the Student Financial Services Office.*

*Employee Services will notify the Financial Aid Office once your application has been processed. This process may take 5-7 business days.*

*Your supervisor will notify you of the day you can begin working.*

**Not Hired**

*Return to the Student Financial Services Office and repeat steps “B” and “C”.*

D) **Must be enrolled in at least 6 academic hours (not all ESOL)**

E) **Student may hold only one job (temporary or FWS) within the ACCD District.**

*Student cannot be employed in two FWS jobs within a month.*