Student Worker Required Paperwork
All required forms can be found on the Financial Aid Website:
http://www.etsu.edu/finaid/forms/emp_forms.php

**Academic Performance Scholarship (APS)**
- APS Service Agreement
- Monthly APS timesheet – due by the 7th of each month

**Academic Performance Scholarship (APS) Switching To FWS or RSWP**
- Student Employment Status Information Sheet
- Completed 75 APS Service Hours Timesheet

**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 (Highly recommended)

**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 (Required)

**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

**Hiring An International Student**
- Student Employment Status Information Sheet

**Once the Office of Financial Aid has received the student employment status information sheet, they will inform the department that the student will need to complete glacier paperwork with the Nonresident Alien Tax Compliance office and complete an I-9 form with Human Resources. The department will be informed of how the student will need to make an appointment to complete this paperwork. The student will need to need to bring their immigrant documents (visa, passport, I-94, I-20, DS2019, etc.) to their appointments. The department and the student shouldn’t make any appointments until the Office of Financial Aid has informed them of the need to make appointments.**