

## **Work Study Information for New Students**

New students who have work study as part of their financial aid award will need to provide proof of their legal eligibility to work in the United States. Students may provide various forms of identification to the financial aid office as proof, including:

1. U.S. Passport; OR
2. Original Social Security Card or a certified birth certificate AND a driver's license or Hampshire College ID card.

Please bring the required identification form(s) with you on Arrival Day. Staff will be available to assist you in completing the Federal I-9 Form (which proves your eligibility to work in the U.S.) and the Federal and State Tax Withholding forms (W4 & M4 forms). All three forms must be submitted to the financial aid office before a pay check may be issued.

After completing the required forms, please ask your parent(s) to take your identification cards home with them for safe keeping.

New students with work study are also expected to attend an information session during the orientation program. At this meeting you will learn about policies and procedures for student employment including how to apply for jobs and how you get paid. Please review your orientation schedule to see when and where your session will be held.

For more information about student employment at Hampshire College please visit our intranet web page at <https://intranet.hampshire.edu/12987.htm> (password required).