OFF CAMPUS WORK STUDYHIRING-AUTHORIZATION FORM

The process starts with the hiring agency initiating the form. Once they complete the form, the student will get an email to complete their section. Once they submit the form, Financial Aid will get an email to complete her section. When Financial Aid signs her section, the employer will receive an email that the form has been processed and includes the student’s ceiling and a link to the completed form. Financial Aid will send a copy of the completed form to HR and to the student.

To begin the process, the employer needs to click the link to the form and create an account, if they do not have one.
See instructions: https://www.unh.edu/financialaid/forms (under Dynamic Forms Information).

Once the employer completes their section, including signing the form and hitting submit, the student that is being hired will get an email to complete their section.
SAMPLE STUDENT EMAIL:

You are receiving this email because you have applied for employment at {Agency}. Please click the link below to login using your UNH credentials.

Click here to complete your section of the form.
The student can click on the link in the email, logging in with their UNH Credentials, and complete their section:

Once the student submits the form, Kim Rhine (the Work Study Coordinator) will receive an email with the link to complete her section:

Once Financial Aid completes their section an email will be sent to the employer:

financial.aid@unh.edu

to me
Hello {agency_name},

Your 2020-2021 Federal Work-Study Employment Authorization has been completed and approved for {student_name}.

They are allowed to earn $ 2,500.

Thank you,
Kim Rhine
University of New Hampshire Financial Aid Office

Please visit your Dynamic Forms home page by clicking here.

Link to Off Campus Federal Work Study Employment Authorization