



## OFF-CAMPUS FEDERAL WORK-STUDY PROGRAM STUDENT APPOINTMENT FORM

Please complete and return to NMU's Career Services at least one week prior to student's first day of employment:

Organization Name: \_\_\_\_\_

Name of Student to be Hired: \_\_\_\_\_  
(last) (first)

Student's NMU IN: \_\_\_\_\_

Anticipated Date of Hire: \_\_\_\_\_ Hourly Wage \$ \_\_\_\_\_

Anticipated No. Hours/Week \_\_\_\_\_ Length of Assignment: \_\_\_\_\_

Please provide a brief description of the student's duties: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name of Student's Direct Supervisor: \_\_\_\_\_

Will student be engaged in work that qualifies as Community Service according to Federal Work-Study regulations?

\_\_\_\_\_ yes

\_\_\_\_\_ no

Signature of Authorized Agency Coordinator: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email to: [careers@nmu.edu](mailto:careers@nmu.edu)

OR

Mail to: Kara Cox, Career Services  
Northern Michigan University  
1401 Presque Isle Ave.  
Marquette, MI 49855

For Office Use Only:

Date Received: \_\_\_\_\_

Total FWS: \_\_\_\_\_

Anticipated Award End: \_\_\_\_\_

Semester Credits: \_\_\_\_\_