

Student Checklist

Steps to Obtain a Federal Work Study (FWS) job

Students, please check off steps as you complete them. Skipping any step will delay the date you can start working.

- _____ Go to Financial Aid to verify your eligibility for the Federal Work-Study (FWS) program. (You may skip this step if you already have been awarded FWS, or if you previously received verification from Financial Aid on your Award Summary.)

- _____ Visit Career Services to review the current work-study job openings on campus. You may view the current FWS openings in person at Career Services or on their web site at www.mesacc.edu/career/workstudy. Apply to the department/s of your choice. Get hired. If you are a continuing student and want to work in the same department as last year, see your supervisor.

- _____ Go to the College Human Resources department (in AD Building #42) and complete your employment paperwork. Be sure to bring acceptable documents for Federal Form I-9 purposes. See the attached list of acceptable documents. If you have any questions, contact your hiring department's HR Analyst, from the attached list.

- _____ Your supervisor will finish the hiring documents. Check with your supervisor for your start date.

To complete Federal Form I-9:

- bring *one* document from List A ~ **or** ~
- bring *two* documents--one from List B and one from List C

Original, un-expired documents are required...please bring documents in person to the MCC Human Resources Department. You may not begin working prior to completing the I-9 Form.

LIST A - Documents that Establish Both Identity and Employment Authorization:

1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
4. Employment Authorization Document that contains a photograph (Form I-766)
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

LIST B - Documents that Establish Identity:

1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
 3. School ID card with a photograph
 4. Voter's registration card
 5. U.S. Military card or draft record
 6. Military dependent's ID card
 7. U.S. Coast Guard Merchant Mariner Card
 8. Native American tribal document
 9. Driver's license issued by a Canadian government authority
- For persons under age 18 who are unable to present a document listed above:**
10. School record or report card
 11. Clinic, doctor, or hospital record
 12. Day-care or nursery school record

LIST C - Documents that Establish Employment Authorization:

1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. Native American tribal document
6. U.S. Citizen ID Card (Form I-197)
7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
8. Employment authorization document issued by the Department of Homeland Security

If you have any questions please call the MCC Human Resources Department and ask to speak to the HR Analyst assigned to serve your department. MCC HR: 480-461-7487 or 480-654-7783.