**Student Checklist**

**Steps to Obtain Federal Work Study (FWS) Job**

1. To determine your eligibility for the Federal Work Study (FWS) program, visit Enrollment Services at our main campus at Southern and Dobson, or at our Red Mountain campus. (You may skip this step if you have already been awarded FWS, or if you previously received your award summary).

2. If eligible, 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 online at [www.mesacc.edu/career/workstudy](http://www.mesacc.edu/career/workstudy) and apply to the department(s) of your choice.

**MCC Career Services Location**

**Southern & Dobson campus:**
Building 36N  
Phone: (480) 461-7592  
career@mesacc.edu

3. Get Hired! If you are already an eligible student-worker and want to continue working in the same department, speak with your supervisor.

4. Your hiring supervisor will send you to the College Human Resources department, located on the Southern and Dobson campus in building AD 42 to complete employment paperwork. Bring acceptable documents for federal form I-9 purposes, (see list below for acceptable documentation). If you have any questions, contact your department’s HR analyst or speak with your supervisor.

5. Check with your supervisor for your start date. Good Luck!
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, unexpired 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 I551)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa.
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 I94A 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.
7. U.S. Coast Guard Merchant Mariner Card.
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.
6. U.S. Citizen ID Card (Form I-197).
7. Identification Card for Use of Resident Citizen in the United States (Form I-179).

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 480-654-7782.