



University of Hawai'i at Mānoa

Office of Student Affairs

Center for Career Development & Student Employment

2600 Campus Road, Room 212

Honolulu, Hawai'i 96822

Phone: (808) 956-7007 FAX: (808) 956-4082 V/T: (808) 956-9318

Dear Federal Work Study Recipient:

Part-time employment through Federal Work Study (FWS) will provide you with income and work experience without jeopardizing your eligibility for financial aid next year. We have many jobs available on and off campus, and with approved non-profit agencies. I encourage you to consider participating in the FWS program.

If you are a first-time recipient of FWS at UH Manoa, please sign up for an orientation by visiting the Career Development & Student Employment (CDSE) website at <http://cdse.hawaii.edu/fws.php>. Orientation sessions will begin in May and run through the summer of 2009.

If you are already employed in a FWS job or have previously attended an orientation, you do not have to attend another session. However, it is very important that you inform your employer that you have been awarded FWS for the 2009-2010 academic year.

The orientation session will provide you with an overview of the program, information on the benefits of participation, and instruction on how to proceed. The CDSE website includes general information and a *Frequently Asked Questions* section.

To preview FWS jobs, visit our job site at <http://www.hawaii.edu/sece>. A current FWS award and prior attendance at the orientation is required in order to apply for these jobs.

I encourage you to secure a FWS job by **October 1, 2009**. Financial Aid Services will cancel your award if you have not secured a FWS job by this date. If you have any questions or concerns, please do not hesitate to contact me at the number or email listed above.

Sincerely,
Noreen Okikawa
Federal Work Study Coordinator

*** Important Notice** – Modifications of your award offer could occur at any time due to changes in your financial, housing or academic situation. Therefore, it is highly recommended that you check your MyUH account and UH email account on the status of your FWS award prior to the start of your job.