Dear Federal Work Study Recipient:

Congratulations on your decision to work part time on-campus at the University of Hawai‘i at Mānoa by accepting the Federal Work Study (FWS) award. FWS employment is an opportunity to earn money and gain work experience without jeopardizing your eligibility for financial aid next year. We have many jobs available with the University and pre-approved non-profit agencies.

1. If you are a first-time recipient of FWS at UH Mānoa, please view the brief online orientation on the Mānoa Career Center’s website.


2. Review the list of Mānoa FWS and UH positions:

   [http://www.hawaii.edu/sece](http://www.hawaii.edu/sece)

3. If you are already employed in a FWS or UH Mānoa job, you may choose to earn the FWS award in your current position. However, you must inform your employer that you have been awarded FWS for the 2017-2018 academic year.

You are encouraged to secure a FWS job by **October 15, 2017** or your FWS Award may be canceled for the year. If you have any questions, please contact the Mānoa Career Center at (808) 956-7007 or careers@hawaii.edu.

Sincerely,

Noreen Okikawa
University Student Employment Director

*Important Notice* – Modifications to 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 and regularly throughout the school year.