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 for the 2018-2019 Academic Year. FWS employment is an opportunity to earn money and gain work experience without jeopardizing your eligibility for financial aid the following year. We have many jobs available through FWS employment. You may begin to work and earn your FWS award at the start of the Fall 2018 semester.

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.

   http://manoa.hawaii.edu/careercenter/students/student-jobs-2/federal-work-study/

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

   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 2018-2019 academic year.

4. The FWS award can only be earned with a University of Hawai‘i at Mānoa department or with a pre-approved non-profit organization with a physical work location on O‘ahu.

You are encouraged to secure a FWS job by **October 15, 2018** 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.