

Boston College Office of Student Services

Off-campus Federal Work-Study Hire/Rehire Form

Student Information

Name _____ Eagle ID _____

Local Address _____

Permanent Home Address _____

Home Phone _____ Work Phone _____

Agency Information

Agency Name _____

Job Title _____ Job Class 920 _____

Boston College Assigned Account Number _____

Begin Date _____ End Date _____

Rate of Pay _____

Number of Hours Per Week _____ Number of Weeks _____

Agency Authorization Signature _____ Date _____

Return the completed form with original signatures to Boston College, Office of Student Services, Lyons Hall, Chestnut Hill, MA 02467. This form cannot be faxed.

Boston College Office Use Only:

Academic Year Summer

Work-Study Amount _____

I-9 Completed Yes No

Approved by _____ Date _____

Job Request No. _____

Instructions for completing the Hire/Rehire Form

Student:

Complete the student data section. If you are a new employee at Boston College, be sure that your I-9 form has been completed in the Office of Student Services, Lyons Hall, and that your tax and direct deposit forms are on file in the Human Resources Service Center (HRSC) in More Hall. All of these forms can be downloaded from the HRSC website at <http://www.bc.edu/hrsc/>. Click on “New Employees” at the top and scroll down to HRSC Forms & Documentations. Follow the instructions.

Also be aware that if you are holding two jobs, both will deplete your work-study award total.

Agency:

An authorized employee of the private, nonprofit, or governmental agency must complete all parts of this section.

The account number is a Boston College assigned number: 0 _ _ _ _ .

The rate of pay is the hourly wage being offered. You may want to refer to your agency’s copy of the completed Student Job Request Form pertaining to this specific employment period.

Students can not begin working until the agency receives written confirmation from the Office of Student Services approving this employment.

Note: Students may work a maximum of 40 hours per week during the summer and 20 hours per week during the academic year. If the BC student works two jobs for Boston College, on-campus and off-campus, that maximum amount will be depleted by both jobs.

An authorized agency signature and current date are required.

Return this completed form to:

Boston College
Office of Student Services
Lyons Hall
Chestnut Hill, MA 02467

If you have any questions, you may contact our office at 617-552-3300.