Graduate Federal Work Study Application Guidelines
School of Humanities & Sciences
2017-18

Description
The School of Humanities and Sciences, in conjunction with the Financial Aid Office, coordinates allocation of Federal Work Study (FWS) funding to eligible graduate students. Students will be notified of eligibility and funding status (recommended, denied, waitlisted) in June. Then a detailed job description of the work to be performed with faculty advisor approval is required before final confirmation by the Financial Aid Office. The faculty advisor is required to complete quarterly reports certifying that the student has made satisfactory academic progress towards the goals and responsibilities described in the FWS job description.

Federal Work Study Provides:
- Up to three quarters of academic year research assistantship (RA) for the student to complete dissertation related research
- TGR tuition (provided by H&S)
- Eligibility for the 50% University health insurance subsidy

Student Eligibility
- Never previously received Graduate Federal Work Study
- Must be active in a PhD program in Humanities & Arts or the Social Sciences
- A U.S. Citizen or Permanent Resident
- Making satisfactory academic progress with valid candidacy
- Have an approved dissertation reading committee
- Have an approved dissertation proposal
- Financially eligible (see below)
- Students who will be in year 6 of study receive priority for FWS funding.
- Students are required to remain in residence for the duration of the financial aid award. Failure to do so may result in having to repay the funding.

Questions about student eligibility should be directed to Ayodele Thomas (ayodele.thomas@stanford.edu; 650-724-3712).

Financial Eligibility
- Eligibility is determined by the Financial Aid Office and is based upon demonstrated financial need using information entered on the FAFSA (Free Application for Federal Student Aid) and the Stanford Graduate Student Loan Application.
- FWS funding is federal need-based financial aid. Students who receive FWS may not be able to accept additional salary or other financial support without jeopardizing their eligibility. It is critical that you check with the Financial Aid Office prior to accepting additional aid or working for additional income.

Questions about financial eligibility should be directed to the Financial Aid Office (N’Kenge Haines, nkenge.haines@stanford.edu).

September 22, 2016
H&S Application Procedures

The FWS application process requires three distinct steps. *Your application cannot be reviewed until all steps have been completed.* Failure to complete any one of the steps will result in an incomplete application.

To apply for FWS funding, complete ALL three steps.

1. Submit the *H&S Application for Federal Work Study*. The online application can be found at the following link:
   
   [https://students-humsci.stanford.edu/funding-awards/graduate-awards-fellowships](https://students-humsci.stanford.edu/funding-awards/graduate-awards-fellowships)

2. Submit a completed *FAFSA* (Free Application for Federal Student Aid)
   

3. Submit a completed *Stanford Graduate Student Loan Application*
   
   
   • **IMPORTANT:** Write “Applying for Federal Work Study only” in the text box for question #7, Non-Discretionary Expenses. This will help the Financial Aid Office identify your application as Federal Work Study.

**Deadline for completing all three steps:**

**April 14, 2017 (11:59pm)**