



MIT  
PUBLIC SERVICE CENTER

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## Massachusetts Institute of Technology Community Service Work-Study Student Checklist

### Am I eligible?

- Ask the Community Employment Administrator
- Get confirmation of your Federal Work-Study eligibility and funding available

### Looking for CSWS jobs:

- Browse "Neighborhood Works" opportunities
- Browse CSWS jobs on the MIT Student Job Board
- Contact the Community Employment Administrator to find other CSWS jobs

### Applying for jobs:

- Follow the application instructions for each specific opportunity
- Contact potential employers
- Interview with employers
- Inform the Community Employment Administrator when you receive an offer

### Getting approved:

- Complete and return CSWS Student Agreement
- Complete and return CSWS Student Job Description Application (CSWS Student Job Continuation Application to continue a previous job)
- Complete and return MIT Media Release Form
- Receive approval from Community Employment Administrator

### Before you begin working:

- Complete I-9 form at the Welcome Center (W20-021H)
- Complete online Federal and State Tax Withholding Forms
- Complete online Direct Deposit Authorization

### Getting paid:

- Wait for the go-ahead from the Community Employment Administrator before you begin working
- Enter the hours you worked in your weekly time sheet and sign
- Take a 30-minute unpaid break every five and half hours of work and record it on time sheet
- Remind your supervisor to sign and submit your time sheet every Friday