

SUNY Ulster

Ulster County Community College
Office of Financial Aid, Vanderlyn 105
Stone Ridge, NY 12484
financialaid@sunyulster.edu
845 687-5058

NOTICE OF HIRE FORM

This is to be filled out by the Supervisor or Contact Person for the Department.

The Financial Aid Office must receive this form in order to give a work authorization. Please be advised that student workers need to be registered for at least 6 credits and tutors need to be registered for at least 3 credits during the semester they are working. If you have any questions, please contact the Financial Aid Office.

Thanks!
The Financial Aid Office
financialaid@sunyulster.edu
(845) 687-5058

(DATE)

The _____ Department/Office has agreed to hire
(NAME OF DEPARTMENT/OFFICE)

_____ (_____) for the _____ semester
(NAME OF STUDENT) (SOCIAL SECURITY #) (SEMESTER)

at the hourly rate of _____ (minimum is \$7.15.)

For FA Office Use
FWS _____
Student Aide _____
Intern _____

Office Location:

Office Phone:

Office Supervisor:

Supervisor's signature:

Please return this form to the Financial Aid Office, room 105 Vanderlyn Hall. Thank you!