



## 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  
(Department)

\_\_\_\_\_ (Name of Student) ( -- -- ) for the \_\_\_\_\_ semester  
(Social Security #) (Semester)

at the hourly rate of \$\_\_\_\_\_ (minimum is \$13.20 as of January 1, 2022).

>To be charged from budget line \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_.  
(Must be filled in)

FOR FA Office Use
FWS _____
Student Aide _____
Intern _____

Office Location: \_\_\_\_\_

Office Supervisor: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_