EMPLOYMENT AUTHORIZATION FORM (EAF)

YOU MUST COMPLETE THESE 5 STEPS BEFORE YOU START A NEW WORK-STUDY JOB.

STEP 1
Complete personal information in section 1. Bring this form when applying for work or interviewing for a Work-Study job.

STEP 2
When you are hired, read the acknowledgement statement and sign in section 2. Then give the form to your supervisor.

STEP 3
SUPERVISOR & BUDGET AUTHORITY will complete job details, sign, and fill in wage and codes. Then will return the form to you.

STEP 4
Bring form to the Career Center. CDC staff will process I-9 & W-4 forms, verify your award and job, then sign off and stamp the EAF, and give you the yellow copy.

STEP 5
Bring the yellow, stamped copy of the EAF to your new supervisor on your first day of work.