

# PA State Work-Study Program

## Student Application/Placement Form

2024 Summer Term

### Instructions

Students must complete Section I of the PA State Work-Study (SWSP) Student Application/Placement Form. Once completed, return the application to your employer who will complete Section II and submit the application to PHEAA. **To avoid delays in processing your application, please be sure that all information is legible, accurate, and complete.**

**Filing Deadline**  
 PHEAA must receive this completed form on or before **June 30, 2024—  
 Summer Employment (May 5, 2024–August 10, 2024).**

### Section I. Student Data

Name:		Social Security Number:	
Permanent Street Address:			
City:	State:	ZIP:	
Home Phone Number:		Cell Phone Number:	
Email:			
School Name: <small>(Postsecondary institution you attended or plan on attending.)</small>		Federal School Code:	
Expected College Graduation Date: <small>(mm/yyyy)</small>		Major Code <sup>1</sup> :	
Current Academic Level: <div style="display: flex; justify-content: space-around; text-align: center;"> <span>Freshman</span> <span>Sophomore</span> <span>Junior</span> <span>Senior</span> <span>Graduate Student</span> </div>			
Current Enrollment Status: <div style="display: flex; justify-content: space-around; text-align: center;"> <span>Full-time <small>(12 or more credits)</small></span> <span>Half-time <small>(6 or more, but less than 12 credits)</small></span> <span>Part-time <small>(Less than 6 credits)</small></span> </div>			
Alternate Street Address: <small>(Only list an alternate address if you wish to have SWSP correspondence mailed to an address other than your permanent address.)</small>			
City:	State:	ZIP:	

<sup>1</sup> Refer to major code listing at the end of this application. If your major is not listed, please provide the full name of your major in the space provided for the code.

## Student Certification

I certify that all information provided on this form is accurate and true. I understand that falsifying information may be punishable by law and that submission of this form does not guarantee that I will be approved to work as a SWSP student employee of the organization listed on the other side of this form.

Signature:	Date:
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**NOTE:** PHEAA will accept electronic signatures. A document outlining how to create acceptable signatures is available at [pheaa.org/documents/sgsp/ph/pdf-signature.pdf](http://pheaa.org/documents/sgsp/ph/pdf-signature.pdf).

**Next Step:** Submit your application to your employer. Be sure to verify all applicable sections are complete and accurate.

**Information on the Privacy Act and the use of your Social Security number:** The Privacy Act of 1974 requires that each federal, state, or local agency that asks for your Social Security number or other information must tell you the following: 1) The agency's legal right to ask for the information and whether the law says you must give it; 2) What purpose the agency has in asking for it and how it will be used; and 3) What could happen if you do not give it. The number is needed to be sure we know who you are, to process your application, and to keep track of your record. We use your Social Security number in recording information about your college attendance and to document all information relevant to the PA State Work-Study Program. If you do not provide your Social Security number, you are ineligible to receive a PA State Work-Study Program award. PA State Work-Study Program applicants are hereby advised that disclosure of their Social Security number is a requirement to participate in the PA State Work-Study Program. PHEAA, without such an identifier, would have difficulty in maintaining proper program records. Section 7(a)(2) of the Privacy Act provides that an agency may continue to require the disclosure of an individual's Social Security number where the agency is required this disclosure under statute or regulations prior to January 1, 1975, in order to verify the identity of the individual. Beginning in 1966 with Form S-1A-66 (First Application), applicants have been required to answer all questions completely or face disqualification for grant assistance. All subsequent forms utilized by PHEAA contain the Social Security number as the identifier of the applicant, including eligibility announcements forwarded to the financial aid officer of the postsecondary institution.

## Section II. Employer Data

PHEAA-assigned job codes can be found on your approval paperwork. If your organization is not a PHEAA-approved SWSP employing organization, a SWSP employer application and guidelines should be obtained online at [pheaa.org/employer](http://pheaa.org/employer) and completed prior to submission of student applications.

**NOTE:** If a student is permitted to begin work before the student and employer receive SWSP placement approval from PHEAA, the employer is responsible for 100% of the student's earnings.

Employer Name:	
Employer Code: (NOTE: If you are a branch site, you must include the 3-digit suffix.) -	
Department Name: (If applicable)	Department Code: (If applicable)
Job Title:	Job Code:
Student Beginning and Ending Work Dates: (mm/dd/yyyy-mm/dd/yyyy) -	
Hourly Pay Rate: \$	Maximum Weekly Hours:
Will the student be working during holiday breaks?	Yes No
Supervisor: (Print)	Phone Number:

## Employer Certification

I understand that submission of this form does not guarantee that this organization will be approved to hire the student listed in Section I of this form as a PA State Work-Study employee. I agree to pay the student in full for all hours worked at the pay rate listed on this form, and the student and I have agreed upon the number of hours the student will be scheduled to work each week. Also, I understand that if this organization hires the student without PHEAA approval, this organization will not receive reimbursement (payment) from PHEAA for any portion of the student's earnings.

Name: (Print)	Title:
Signature:	Date:

**NOTE:** PHEAA will accept electronic signatures. A document outlining how to create acceptable signatures is available at [pheaa.org/documents/sgsp/ph/pdf-signature.pdf](http://pheaa.org/documents/sgsp/ph/pdf-signature.pdf).

Employers with access to PHEAA's Remote Services **must** submit the completed SWSP Student Application/Placement Form electronically and should maintain the paper application for a period of 5 years. (See the PA State Work-Study Program Guidelines for more information regarding record retention and program reviews.) Employers without access to Remote Services may submit completed applications via fax at 717-720-3786, or via mail to:

PHEAA/PA State Work-Study Program  
PA State Grant and Special Programs  
P.O. Box 8157  
Harrisburg, PA 17105-8157

# Major Program of Study Codes

<b>A01</b> Accounting	<b>E03</b> Economics	<b>J01</b> Journalism	<b>P23</b> Public Admin/Mgmt
<b>A02</b> Advertising	<b>E05</b> Electrical Engineering	<b>J02</b> Japanese	<b>P24</b> Public Relations
<b>A03</b> Agriculture	<b>E06</b> Electronic Technology	<b>L01</b> Labor Studies/Relations	<b>P25</b> Polymer Science
<b>A06</b> Animal Science	<b>E07</b> Elementary Education	<b>L03</b> Law	<b>P28</b> Policy/Mgmt
<b>A07</b> Anthropology	<b>E09</b> Engineering	<b>L04</b> Law Enforcement	<b>P29</b> Parks & Recreation
<b>A09</b> Architecture	<b>E10</b> English	<b>L05</b> Law Enforcement/Corrections	<b>P30</b> Public Policy
<b>A10</b> Art	<b>E11</b> English Literature	<b>L06</b> Legal Assistant	<b>P32</b> Plastics Technology
<b>A11</b> Art Education	<b>E12</b> Environmental Resource Mgmt	<b>L07</b> Legal Secretarial	<b>P34</b> Personnel Mgmt
<b>A12</b> Art History/Appreciation	<b>E13</b> Environmental Science	<b>L08</b> Liberal Arts	<b>R01</b> Radiology
<b>A14</b> Astronomy	<b>E18</b> Environmental Planning	<b>L09</b> Library Science	<b>R02</b> Real Estate
<b>A15</b> Architectural Engineer	<b>E20</b> Engineering & Public Policy	<b>L10</b> Landscape Design	<b>R04</b> Recreation
<b>A16</b> Aerospace Engineer	<b>E21</b> Education	<b>L11</b> Linguistics	<b>R05</b> Recreational Therapy
<b>A17</b> Archaeology	<b>E22</b> Energy Mgmt & Policy	<b>L12</b> Landscape Architecture	<b>R07</b> Rehabilitation
<b>A18</b> Admin of Justice	<b>E23</b> Environmental Engineer	<b>L14</b> Languages	<b>R08</b> Religion
<b>A23</b> Agribusiness		<b>L15</b> Logistics	<b>R11</b> Russian
<b>A24</b> Afro American Studies	<b>F01</b> Fashion Design	<b>M01</b> Management	<b>R12</b> Regional Planning
<b>A25</b> Automotive	<b>F03</b> Finance	<b>M02</b> Manufacturing Engineering	<b>R13</b> Radiography
<b>A26</b> Aviation	<b>F04</b> Fine Arts	<b>M04</b> Marketing	<b>R15</b> Respiratory Therapy
	<b>F06</b> Food Service	<b>M06</b> Mathematics	<b>S01</b> Sales Management
<b>B01</b> Banking	<b>F07</b> Forestry	<b>M07</b> Mechanical Engineering	<b>S03</b> Science
<b>B02</b> Biochemistry	<b>F08</b> French	<b>M08</b> Medical Assistant	<b>S04</b> Secondary Education
<b>B03</b> Biology	<b>F10</b> Food Science	<b>M09</b> Medical Laboratory Tech	<b>S05</b> Secretarial
<b>B04</b> Biophysics	<b>F12</b> Foreign Languages	<b>M10</b> Medical Records Technology	<b>S08</b> Social Science
<b>B05</b> Business	<b>F13</b> Fashion Merchandising	<b>M11</b> Medical Secretarial	<b>S09</b> Social Services
<b>B06</b> Business Administration	<b>F14</b> Family Studies	<b>M12</b> Medical Technology	<b>S10</b> Social Welfare
<b>B07</b> Business Management		<b>M13</b> Medicine	<b>S11</b> Social Work
<b>B11</b> Biological Basis of Behavior	<b>G02</b> Geography	<b>M14</b> Mental Health	<b>S12</b> Sociology
<b>B12</b> Business Law	<b>G03</b> Geology	<b>M15</b> Mental Retardation	<b>S13</b> Spanish
	<b>G04</b> German	<b>M16</b> Merchandising	<b>S14</b> Special Education
<b>C01</b> Chemical Engineering	<b>G05</b> Government	<b>M17</b> Microbiology	<b>S15</b> Speech Communications
<b>C02</b> Chemical Technology	<b>G06</b> Guidance & Counseling	<b>M18</b> Mining & Mineral Engineering	<b>S16</b> Speech Pathology
<b>C03</b> Chemistry	<b>G08</b> Graphic Design	<b>M19</b> Music	<b>S17</b> Speech Pathology/Audiology
<b>C04</b> Cinematography	<b>G09</b> General Studies	<b>M20</b> Music Therapy	<b>S20</b> Systems Engineering
<b>C05</b> Civil Engineering	<b>G11</b> Gerontology	<b>M21</b> Metallurgical Engineer	<b>S21</b> Statistics
<b>C07</b> Commercial Art	<b>G12</b> Genetics	<b>M22</b> Meteorology	<b>S22</b> Structural Engineer
<b>C09</b> Community Development	<b>G13</b> Graphic Arts	<b>M23</b> Materials Science Eng	<b>S23</b> Safety Engineer
<b>C10</b> Community Service		<b>M24</b> Mechanical Eng Tech	<b>S24</b> Structural Design
<b>C11</b> Computer Sci/Mgmt	<b>H01</b> Health	<b>M25</b> Manufacturing Eng Tech	<b>S25</b> Safety Science
<b>C12</b> Construction/Building Tech	<b>H02</b> Health-Physical Education	<b>M26</b> MIS	<b>S27</b> Surveying
<b>C14</b> Court Reporting	<b>H03</b> Health Mgmt/Admin	<b>M28</b> Microcomputer Electronics	<b>S29</b> Sports Management
<b>C15</b> Criminal Justice	<b>H04</b> History	<b>M29</b> Materials Engineering	<b>S30</b> Social & Cultural Studies
<b>C16</b> Criminology	<b>H06</b> Horticulture	<b>M30</b> Mortuary Science	<b>S38</b> Student Affairs in Higher Ed
<b>C18</b> Computer Engineer	<b>H07</b> Hospital Administration	<b>N01</b> Nuclear Engineering	<b>T01</b> Technical Writing
<b>C19</b> Ceramic Engineer	<b>H08</b> Hotel/Restaurant Mgmt	<b>N02</b> Nuclear Medical Technology	<b>T02</b> Textiles
<b>C21</b> Cytotechnology	<b>H09</b> Humanities	<b>N03</b> Nursing	<b>T03</b> Theater Arts
<b>C22</b> CADD System Mgmt	<b>H10</b> Human Relations Admin	<b>N04</b> Nutrition Science	<b>T04</b> Theology
<b>C23</b> City Planning	<b>H11</b> Human Resources	<b>O04</b> Occupational Therapy	<b>T05</b> Therapeutic Recreation
<b>C25</b> Communications	<b>H14</b> Health Records Admin		<b>T06</b> Travel/Tourism
<b>C26</b> Computer Graphics	<b>H15</b> Hospitality	<b>P02</b> Paralegal	<b>T08</b> Telecommunications
<b>C27</b> CADD Operations	<b>H17</b> Health Related	<b>P05</b> Pharmacy	<b>T09</b> TV/Video Production
<b>C28</b> Counseling	<b>H19</b> HVAC	<b>P06</b> Philosophy	<b>T10</b> Tool Making Tech
<b>C30</b> Chinese	<b>H20</b> Human Services	<b>P07</b> Photography	<b>U01</b> Undeclared
<b>C31</b> Child Development		<b>P08</b> Physical Education	<b>U02</b> Urban Affairs
<b>C32</b> Culinary Program	<b>I01</b> Individual & Family Studies	<b>P09</b> Physical Science	<b>U03</b> Urban Planning
<b>C34</b> Comm Disorders	<b>I02</b> Industrial Arts	<b>P10</b> Physical Therapy	<b>U04</b> Urban Studies
	<b>I03</b> Industrial Engineering	<b>P11</b> Physician's Assistant	<b>V01</b> Veterinary Medicine
<b>D01</b> Data Processing	<b>I04</b> Industrial Relations	<b>P12</b> Physics	<b>V02</b> Visual/Audio Communications
<b>D02</b> Dental Hygiene	<b>I05</b> Industrial Technology	<b>P13</b> Police Administration	<b>W02</b> Word Processing
<b>D03</b> Dietetics	<b>I08</b> International Relations	<b>P14</b> Police Science	<b>W03</b> Writing
<b>D04</b> Drafting & Design	<b>I09</b> International Studies	<b>P15</b> Political Science	<b>W05</b> Women's Studies
<b>D05</b> Drama	<b>I10</b> Industrial Management	<b>P18</b> Pre-Med	
<b>D07</b> Dance	<b>I12</b> Industrial Design	<b>P22</b> Psychology	
<b>D08</b> Design	<b>I15</b> Interior Design		
	<b>I16</b> Illustration		
<b>E01</b> Early Childhood Education			
<b>E02</b> Earth/Space Science			