

Printing Your 2009-2010 “EAF” Online (Employment Authorization Form)



- As a Federal Work Study student, you are responsible for bringing an “EAF,” or Employment Authorization Form, to all employers you interview with and to the employer who finally hires you.
- The EAF proves that you are indeed a GW student with a FWS award and tells your (prospective) employer the amount of your FWS award.
- You can print as many copies of your EAF as often as you want to from any computer.
- Your employer should ask you for a new copy of your EAF once a month so that you can jointly monitor the amount of money left in your FWS fund as the year progresses.
- EAFs are no longer handed out by the GW Career Center – this self-printing process relieves you of the need to go pick up an EAF.
- **NOTE TO MAC or VISTA users: If you cannot print your EAF from your personal computer, please use ANY on-campus GW computer. You can go to the Career Center or try Gelman Library.**

TO PRINT YOUR EAF ONLINE THROUGH GWeb BEGINNING ON 8/23/09:

1. Go to **GWeb Information System** located in the “myGW” portal. myGW is accessible from GW’s homepage. You’ll need your USER ID and PIN. **If you have an issue with your User ID or PIN, contact the ISS Virtual Help Desk Account Center at <http://www.helpdesk.gwu.edu/accounts/>**
2. Click on:
 - **Student Records and Registration**
 - **Student Financial Assistance Menu**
 - **MY FEDERAL WORK STUDY INFORMATION**
3. Select:
 - **Financial Aid Award by Aid Year**
 - **Undergraduate Students (Matriculated Only)**
 - **2009-2010 Academic Year**
4. **You should now be viewing a screen which says “FEDERAL WORK STUDY 2009-2010 ACADEMIC YEAR” and displays information about your Federal Work Study award in a series of grey boxes called “FWS Detail.”**
5. In the bottom left-hand corner of the screen you will see a link called **VIEW EMPLOYMENT AUTHORIZATION FORM (EAF)**. Click on this link to print your EAF.

QUESTIONS?

For questions about your FWS award, contact your Financial Aid Counselor in GW’s OSFA at 202.994.6620 or visit the OSFA in Colonial Central on the Ground Floor of the GW Marvin Center

For questions about locating and getting hired into an FWS job, contact the GW Career Center at 202.994.8046 or visit <http://qwired.gwu.edu/career/StudentsAlumni/StudentEmployment/FWS/>

For questions about the EAF self-print process, User ID and PIN needed to log into myGW or your GWeb account, contact the ISS Virtual Help Desk Account Center at <http://www.helpdesk.gwu.edu/accounts/>