1. **Off-campus work-study packet:** Pick up this packet at the Student Employment Office. Tell them you will be working with America Reads/Counts.

2. **If you have worked through the SEO before:** and your tax, immigration and paycheck address information has not changed, you do not need to submit these forms again. Simply write “SEE FILE” on the forms. Complete the forms again with any changes.

3. **Immigration form:** you must prove your eligibility to work by attaching identification. See the list of acceptable documents on the back side of the I-9 form. Attach a copy of your passport OR SS card/birth certificate AND Harvard ID/drivers license or bring the documents to the SEO and they will copy down the pertinent information onto your form.

4. **Off-campus job description form:** see the template taped to the desk on the left hand corner. This form will have the same information as needed for the top green sheet.

5. **If you need help:** I will be in the office Mon., Tues., Thurs., & Fri., 9am-5pm and Wed., 9am-12noon if you need further help. If I am not here, you can leave the completed packet with the forms to be signed in the folder “Completed Work Study Forms.” Also, if you have any questions about filling them out there is a sample packet on my desk or you can ask Judy (next door) for assistance. Or e-mail me (charumi@fas.harvard.edu) or leave a note affixed to your forms, and I will get back to you ASAP.

6. **When the forms have been signed,** you can bring them back to the SEO yourself if you have any questions on how to finish your tax forms etc. If you have totally completed the forms, however, I can bring them back to the SEO for you!!

**You fill out:**
- Top referral sheet (the information on the right side is the same as the off-campus job description form)
- Paycheck address form. Staple bank deposit slip to back side if you choose direct deposit
- ax forms W-2 and Massachusetts forms
- Immigration form. Attach a copy of your passport OR SS card/birth certificate and Harvard ID/drivers license.
- Off-Campus job description form. See template.

**We sign:**
- The top referral form and the off-campus job description form.