

Potential Off-Campus Partners

To be considered for participation in the Federal or State Work-Study Program at University of Houston, interested employers must attend a yearly Work-Study Orientation hosted by University Career Services. Dates and other information about the orientation can be found at <http://www.uh.edu/ucs>.

After attending the orientation, you will receive a College Work-Study Agreement for the current year. This agreement must be completed in its entirety, including signatures, before it will be reviewed.

If your agreement is incomplete or missing any of the required documents, your organization will be not be approved for participation in the program.

Along with the Work-Study Agreement, the following documents must also be submitted:

1. *Copy of IRS letter verifying your agency's non-profit income tax exempt status (if applicable)*
2. *Federal Tax ID*
3. *General description of the agency (mission statement), facility and staff*
4. *Job description(s)*

Employers are not allowed to post a position within Cougar Pathways until a welcoming letter is sent, along with a copy of signed approved agreement. All students should be hired through Cougar Pathways, once the job is posted and approved. Only students who have access to Cougar Pathways should be hired.

A site visit will be performed at some time during the academic year. Knowledge of the employer's facilities helps us evaluate the employer's ability to provide a safe environment for students. In addition, knowledge of the employer's current staffing level helps us assess the employer's ability to properly supervise students and correctly complete all required Work-Study paperwork in a timely manner.

UH reserves the right to terminate an agreement at any time. In the event of the termination of an agreement, written notice will be provided, along with notification to the student that he/she may be placed in another position.

You can email any questions to workstudy@uh.edu.

Thank you for your interest in partnering with the UH College Work-Study Program.

Go Coogs!

