

HARVARD COLLEGE

SUMMER 2016 WORK-STUDY AWARDS FOR PUBLIC SERVICE

~~~ INSTRUCTIONS TO APPLICANTS ~~~

[SEO Website](#) | [CPIC Website](#)

The applicant must electronically submit the materials listed below in order to be eligible for the federal work-study program.

1. **BY EMAIL** – SUBMIT YOUR RESUMÉ, PROJECT NARRATIVE, AND LETTER OF SPONSORSHIP

Please submit your resume, project narrative, and unofficial student record to CPIC staff as attachments via email to cpic.harvard@gmail.com.

- In your resume, please be certain to include: previous employment, extracurricular activities, and volunteer experiences that relate to your interest in pursuing a summer public service project. **Please limit your resume to 1 page.**
- In 500 words or less, please provide the selection committee with a narrative outlining your summer project. Your narrative should focus on your interest in public service, the scope of your summer project, and why the project is meaningful to you. Please also indicate how your initiative would benefit the community.
- To confirm the viability and feasibility of your project, you must also submit a letter of support from the organization identified in your project description, which confirms and supports your work with the organization.

3. **SUBMIT 2016 FINANCIAL AID PACKAGE TO HARVARD FINANCIAL AID OFFICE** (follow hyperlink for appropriate instructions – this must be done before May 1, 2016 to expedite the hiring process)

Completed applications must be submitted via email to cpic.harvard@gmail.com by April 15, 2016. Applications submitted after April 15th will be considered on a rolling basis until funding is no longer available.

HARVARD COLLEGE

SUMMER 2015 WORK-STUDY AWARDS FOR PUBLIC SERVICE

~~~ PARTICIPATION GUIDELINES ~~~

- 1) Fill out your your FAFSA and Harvard Financial Aid Application for 2016-17 **as soon as possible, but no later than April 24th.** Instructions can be found [here](#).
- 2) CPIC staff strongly encourage you to submit applications by April 15, 2016. Applications submitted after April 15th will be considered on a rolling basis until funding is no longer available.
- 3) The Student Employment Office will notify you of your eligibility as soon as possible but not before May 15, 2016, provided that your financial aid application was submitted by May 1, 2016. The first day of the 2015 Summer FWSP term is June 15, 2016.
- 4) If you are eligible and your proposal has been accepted, we will contact you about following the next steps. We will submit a referral card for you to the Student Employment Office and then ask you to fill out employment paperwork with Harvard University Central Payroll.

Please note that, in order to receive a Work-Study Award, a student must be found eligible for Summer Work-Study for the Student Employment Office. Students applying for the Work-Study Award should also complete the application for Summer Work-Study. Instructions for this application can be found on the [SEO Website](#).