



Northeastern University

Office of Student Employment,
Graduate Assistantships & Fellowships

FOR INTERNAL USE ONLY

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**CONTRACT
REIMBURSEMENT
PERCENTAGE**

Work-Study Contract Application Form

Date:

Official Agency Title:

**Official Agency
Address:**

Address:

City:

State:

Zip code:

Contact Person:

Job Title:

Phone Number:

Email Address:

Has your agency hired Work-Study students from Northeastern University in the past? Yes ___ No ___

To initiate a contract with Northeastern University, please submit the following information to our Office Coordinator via fax, email or mail:

**Northeastern University
Office of Student Employment, Graduate Assistantships & Fellowships
271 Huntington Ave, Suite 276
Boston, MA 02115-5000
Fax: 617-373-5175
c.mansfield@northeastern.edu**

- (1) A copy of the I.R.S form 501 (c) (3) which states that your agency has been classified as a tax exempt organization with the **Federal Government**.
- (2) A description of your agency. This can come in the form of a brochure, newsletter or brief description on official letterhead stationery.
- (3) A description of the position to be filled by the Work-Study student (s). Please state the position title, description of duties and the requirements of the candidate(s).
- (4) A copy of this completed form.

This is the first step in establishment of a contract with Northeastern University. Upon the completion of this contract application process, your agency will have access to post jobs on our site and to hire Work-Study students.