



**American University of Beirut**  
**Office of Student Affairs**  
**Department Work Study Application Form**  
 2011-2012

**TO BE COMPLETED BY THE REQUESTING DEPARTMENT**

| Department | Company | Account | Center | Program |
|------------|---------|---------|--------|---------|
|            |         | 51531   |        |         |

Requests Student Work-Study for: Semester \_\_\_\_\_  
 Starting date \_\_\_\_\_ Ending date \_\_\_\_\_

**Type of Work**

- |   |  |
|---|--|
| 1. Data entry and office work<br>2. Guide<br>3. Library work<br>4. Receptionist/Monitor | 5. Lab Work, nurse aid<br>6. Computer programming/website<br>7. Research assistant<br>8. Others, specify _____ |
|---|--|

**Required Information**

| # of Students | Type of Work | Name of supervisor + Tel. | Hrs/Month | # of months | Rate/hr in LP | Total amount in LP |
|---------------|--------------|---------------------------|-----------|-------------|---------------|--------------------|
|               |              |                           |           |             |               |                    |
|               |              |                           |           |             |               |                    |
|               |              |                           |           |             |               |                    |

\*A student must not exceed 20 hours per week up to a maximum of 80 hours per month for the Fall and Spring semesters and 15 hours per week up to a maximum of 60 hours per month.

\*This form **must** be sent to the Office of Work Study prior to employing any student.

\*Please check for funds availability for account 51531 before sending this form.

\* The form will be returned to the originating department for any missing or unclear information and payments to the student will not be processed.

Signature of the Dean or Director \_\_\_\_\_ Date \_\_\_\_\_