PA State Work-Study Program
Student Application & Placement Form
2025 Summer Term

PHEaa℠
Pennsylvania Higher Education Assistance Agency

Instructions

Students must complete Section I of the PA State Work-Study (SWSP) Student Application and Placement Form. Once completed, return the application to your employer who will complete Section II and submit the application to PHEAA. **To avoid delays in processing your application, please be sure that all information is legible, accurate, and complete**.

Filing Deadline

PHEAA must receive this completed form on or before **June 30, 2025— Summer Employment (May 11, 2025–August 16, 2025).**

Section I. Student Data

Name:	Social Security Number:
Permanent Street Address:	City:
	State: ZIP:
Home Telephone Number:	Cell Telephone Number:
Email:	

School Name:

(Postsecondary institution you attended or plan on attending.)

Federal School Code:

Expected College Graduation Date: (mm/dd/yyyy)	Major Code[1]:

Current Academic Level:

Freshman   Sophomore   Junior   Senior   Graduate Student

Current Enrollment Status:

Full-time (12 or more credits)   **Half-time** (6 or more, but less than 12 credits)   **Part-time** (Less than 6 credits)

Alternate Street Address:

(Only list an alternate address if you wish to have SWSP correspondence mailed to an address other than your permanent address.)

City:	State:	ZIP:

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1   Refer to major code listing at the end of this application. If your major is not listed, please provide the full name of your major in the space provided for the code.

Student Certification

I certify that all information provided on this form is accurate and true. I understand that falsifying information may be punishable by law and that submission of this form does not guarantee that I will be approved to work as a SWSP student employee of the organization listed on the other side of this form.

Signature:	Date: (mm/dd/yyyy)

NOTE: PHEAA will accept electronic signatures. A document outlining how to create acceptable signatures is available at **pheaa.org/documents/sgsp/ph/pdf-signature.pdf**.

Next Step: Submit your application to your employer. Be sure to verify all applicable sections are complete and accurate.

Information on the Privacy Act and the use of your Social Security number: The Privacy Act of 1974 requires that each federal, state, or local agency that asks for your Social Security number or other information must tell you the following: 1) The agency's legal right to ask for the information and whether the law says you must give it; 2) What purpose the agency has in asking for it and how it will be used; and 3) What could happen if you do not give it. The number is needed to be sure we know who you are, to process your application, and to keep track of your record. We use your Social Security number in recording information about your college attendance and to document all information relevant to the PA State Work-Study Program. If you do not provide your Social Security number, you are ineligible to receive a PA State Work-Study Program award. PA State Work-Study Program applicants are hereby advised that disclosure of their Social Security number is a requirement to participate in the PA State Work-Study Program. PHEAA, without such an identifier, would have difficulty in maintaining proper program records. Section 7(a)(2) of the Privacy Act provides that an agency may continue to require the disclosure of an individual's Social Security number where the agency is required this disclosure under statute or regulations prior to January 1, 1975, in order to verify the identity of the individual. Beginning in 1966 with Form S-1A-66 (First Application), applicants have been required to answer all questions completely or face disqualification for grant assistance. All subsequent forms utilized by PHEAA contain the Social Security number as the identifier of the applicant, including eligibility announcements forwarded to the financial aid officer of the postsecondary institution.

Section II. Employer Data

PHEAA-assigned job codes can be found on your approval paperwork. If your organization is not a PHEAA-approved SWSP employing organization, a SWSP employer application and guidelines should be obtained online at **pheaa.org/employer** and completed prior to submission of student applications.

NOTE: If a student is permitted to begin work before the student and employer receive SWSP placement approval from PHEAA, the employer is responsible for 100% of the student's earnings.

Employer Name:	
Employer Code: (**NOTE:** If you are a branch site, you must include the 3-digit suffix.) -	
Department Name: (If applicable)	Department Code: (If applicable)
Job Title:	Job Code:
Student Beginning and Ending Work Dates: (mm/dd/yyyy–mm/dd/yyyy) –	
Hourly Pay Rate: $	Maximum Weekly Hours:
Will the student be working during holiday breaks? Yes No	
Supervisor: (Print)	Telephone Number:

Employer Certification

I understand that submission of this form does not guarantee that this organization will be approved to hire the student listed in Section I of this form as a PA State Work-Study employee. I agree to pay the student in full for all hours worked at the pay rate listed on this form, and the student and I have agreed upon the number of hours the student will be scheduled to work each week. Also, I understand that if this organization hires the student without PHEAA approval, this organization will not receive reimbursement (payment) from PHEAA for any portion of the student's earnings.

Name: (Print)	Title:
Signature:	Date: (mm/dd/yyyy)

NOTE: PHEAA will accept electronic signatures. A document outlining how to create acceptable signatures is available at **pheaa.org/documents/sgsp/ph/pdf-signature.pdf**.

Employers with access to PHEAA's Remote Services **must** submit the completed SWSP Student Application and Placement Form electronically and should maintain the paper application for a period of 5 years. (See the PA State Work-Study Program Guidelines for more information regarding record retention and program reviews.) Employers without access to Remote Services may submit completed applications via fax at 717-720-3786, or via mail to:

PHEAA/PA State Work-Study Program
PA State Grant and Special Programs
P.O. Box 8157
Harrisburg, PA 17105-8157

Major Program of Study Codes

Code	Program
A01	Accounting
A02	Advertising
A03	Agriculture
A06	Animal Science
A07	Anthropology
A09	Architecture
A10	Art
A11	Art Education
A12	Art History/Appreciation
A14	Astronomy
A15	Architectural Engineer
A16	Aerospace Engineer
A17	Archaeology
A18	Admin of Justice
A23	Agribusiness
A24	Afro American Studies
A25	Automotive
A26	Aviation
B01	Banking
B02	Biochemistry
B03	Biology
B04	Biophysics
B05	Business
B06	Business Administration
B07	Business Management
B11	Biological Basis of Behavior
B12	Business Law
C01	Chemical Engineering
C02	Chemical Technology
C03	Chemistry
C04	Cinematography
C05	Civil Engineering
C07	Commercial Art
C09	Community Development
C10	Community Service
C11	Computer Sci/Mgmnt
C12	Construction/Building Tech
C14	Court Reporting
C15	Criminal Justice
C16	Criminology
C18	Computer Engineer
C19	Ceramic Engineer
C21	Cytotechnology
C22	CADD System Mgmnt
C23	City Planning
C25	Communications
C26	Computer Graphics
C27	CADD Operations
C28	Counseling
C30	Chinese
C31	Child Development
C32	Culinary Program
C34	Comm Disorders
D01	Data Processing
D02	Dental Hygiene
D03	Dietetics
D04	Drafting & Design
D05	Drama
D07	Dance
D08	Design
E01	Early Childhood Education
E02	Earth/Space Science
E03	Economics
E05	Electrical Engineering
E06	Electronic Technology
E07	Elementary Education
E09	Engineering
E10	English
E11	English Literature
E12	Environmental Resource Mgmnt
E13	Environmental Science
E18	Environmental Planning
E20	Engineering & Public Policy
E21	Education
E22	Energy Mgmnt & Policy
E23	Environmental Engineer
F01	Fashion Design
F03	Finance
F04	Fine Arts
F06	Food Service
F07	Forestry
F08	French
F10	Food Science
F12	Foreign Languages
F13	Fashion Merchandising
F14	Family Studies
G02	Geography
G03	Geology
G04	German
G05	Government
G06	Guidance & Counseling
G08	Graphic Design
G09	General Studies
G11	Gerontology
G12	Genetics
G13	Graphic Arts
H01	Health
H02	Health-Physical Education
H03	Health Mgmnt/Admin
H04	History
H06	Horticulture
H07	Hospital Administration
H08	Hotel/Restaurant Mgmnt
H09	Humanities
H10	Human Relations Admin
H11	Human Resources
H14	Health Records Admin
H15	Hospitality
H17	Health Related
H19	HVAC
H20	Human Services
I01	Individual & Family Studies
I02	Industrial Arts
I03	Industrial Engineering
I04	Industrial Relations
I05	Industrial Technology
I08	International Relations
I09	International Studies
I10	Industrial Management
I12	Industrial Design
I15	Interior Design
I16	Illustration
J01	Journalism
J02	Japanese
L01	Labor Studies/Relations
L03	Law
L04	Law Enforcement
L05	Law Enforcement/Corrections
L06	Legal Assistant
L07	Legal Secretarial
L08	Liberal Arts
L09	Library Science
L10	Landscape Design
L11	Linguistics
L12	Landscape Architecture
L14	Languages
L15	Logistics
M01	Management
M02	Manufacturing Engineering
M04	Marketing
M06	Mathematics
M07	Mechanical Engineering
M08	Medical Assistant
M09	Medical Laboratory Tech
M10	Medical Records Technology
M11	Medical Secretarial
M12	Medical Technology
M13	Medicine
M14	Mental Health
M15	Mental Retardation
M16	Merchandising
M17	Microbiology
M18	Mining & Mineral Engineering
M19	Music
M20	Music Therapy
M21	Metallurgical Engineer
M22	Meteorology
M23	Materials Science Eng
M24	Mechanical Eng Tech
M25	Manufacturing Eng Tech
M26	MIS
M28	Microcomputer Electronics
M29	Materials Engineering
M30	Mortuary Science
N01	Nuclear Engineering
N02	Nuclear Medical Technology
N03	Nursing
N04	Nutrition Science
O04	Occupational Therapy
P02	Paralegal
P05	Pharmacy
P06	Philosophy
P07	Photography
P08	Physical Education
P09	Physical Science
P10	Physical Therapy
P11	Physician's Assistant
P12	Physics
P13	Police Administration
P14	Police Science
P15	Political Science
P18	Pre-Med
P22	Psychology
P23	Public Admin/Mgmnt
P24	Public Relations
P25	Polymer Science
P28	Policy/Mgmnt
P29	Parks & Recreation
P30	Public Policy
P32	Plastics Technology
P34	Personnel Mgmnt
R01	Radiology
R02	Real Estate
R04	Recreation
R05	Recreational Therapy
R07	Rehabilitation
R08	Religion
R11	Russian
R12	Regional Planning
R13	Radiography
R15	Respiratory Therapy
S01	Sales Management
S03	Science
S04	Secondary Education
S05	Secretarial
S08	Social Science
S09	Social Services
S10	Social Welfare
S11	Social Work
S12	Sociology
S13	Spanish
S14	Special Education
S15	Speech Communications
S16	Speech Pathology
S17	Speech Pathology/Audiology
S20	Systems Engineering
S21	Statistics
S22	Structural Engineer
S23	Safety Engineer
S24	Structural Design
S25	Safety Science
S27	Surveying
S29	Sports Management
S30	Social & Cultural Studies
S38	Student Affairs in Higher Ed
T01	Technical Writing
T02	Textiles
T03	Theater Arts
T04	Theology
T05	Therapeutic Recreation
T06	Travel/Tourism
T08	Telecommunications
T09	TV/Video Production
T10	Tool Making Tech
U01	Undeclared
U02	Urban Affairs
U03	Urban Planning
U04	Urban Studies
V01	Veterinary Medicine
V02	Visual/Audio Communications
W02	Word Processing
W03	Writing
W05	Women's Studies