

PA State Work-Study Program

Student Application & Placement Form

2026 Summer Term

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, 2026—Summer Employment (May 17, 2026–August 15, 2026).**

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:

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)
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NOTE: PHEAA will accept electronic signatures. A document outlining how to create acceptable signatures is available at pheaa.org/signature.

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/signature.

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

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