

16 Hours Study & Work Scholarship Information

(Date: Aug. 28th, 2026)

Procedure to obtain 16 Hours work scholarship

1. Obtain 16 Hours Study & Work check form from the AIGS office or download it from homepage.
2. Inform to AIGS Registrar where you want to work.
3. After finishing 16 Hours Work, fill the 16 Hours Study & Work check form and **get assigned supervisor's signature right after the work.**
4. Submit the 16 hours form to the AIGS office.
5. If any student does not finish 16 Hours Study & Work during the said period will lose the privilege of the 16 Hours Study & Work scholarship and he/she is also liable to pay \$ 1,000.
6. **If you want to work the other work that we don't recommend, you MUST get our permission before you start the work.**

Recommended Possible Place to Work:

Place & Work	Work's Description	Day & Time	No. of Person
Library	Arranging Books	Anytime Mon – Fri.	
Cleaning Auditorium or classroom	Mopping the Floor & Vacuum a Lecture Platform or Disinfecting the classroom (Apply to the office)	Fri. 2–5 pm	
Cafeteria	Washing Dishes (Application directly to the restaurant)	Any day 12–1pm & 5–6 pm	First–come–first serve
English Box (Student Center)	English Conversion with Korean Students	Classes will be scheduled according to students' availability	
AIGS Book Bank	Arranging Books	website notice	
Special Events	Helping Staff/Student Body for Preparing School Events	Will be notified	Will be notified
AIGS Kitchen	Mopping the floor/ arranging furniture/ cleaning refrigerator & Table	Anytime (An hour for a day)	A Team of 3 persons
Translator Machines	In-charge for Translator Machines	AIGS Chapel and Special Events	2 Team of 4 persons

For more information contact AIGS Office.

In addition, 16-hour work is possible for the office or student body president to be deemed necessary.

However, you have to get permission from the office first.