Attend the FWS Orientation. Check the job availability on the university website and proceed to the department to apply. Complete the FWS application packet, provide class schedule and proof of FWS award to the supervisor.

When job is secured, proceed to Human Resources (HR) to complete I9 forms. Please provide HR with the required ID for I9 form to be processed. It is highly encouraged to complete direct deposit form and attach to FWS packet.

Submit the completed FWS application packet with the signed I9 form to Financial Aid Office as soon as possible. Please make sure all the forms are signed and dated to avoid delay.

Within 7 business days of the receipt of FWS application packet, the Federal Work Study Employment Authorization form will be mailed to the supervisor. This FWS Employment Authorization form needs both student and supervisor’s signature and must be returned to the Financial Aid Office immediately.

When Financial Aid Office receives the completed and signed FWS Employment Authorization form, the student will receive a pink copy of the FWS Employment Authorization form and must submit it to the supervisor in order to start working. No FWS student can start working without a completed FWS Employment Authorization form.