

STUDENT GUIDE TO FEDERAL WORK-STUDY

Federal Work-Study (FWS) is a need-based program awarded as part of the Financial Aid Package, which requires a FAFSA application each year. Funds are earned by working a job either on-campus or in an approved community position during the fall or spring semesters (not available during the summer semester). Funds are paid directly to the student.

Job Search Steps

- 1. Log** onto your Handshake account to get started using your UVID and password when on campus, otherwise use your LUC email address.
- 2. Update** your Handshake account to reflect your current information (ie. correct major).
- 3. Upload** your resume into Handshake. Utilize the Career Services resume resources and connect with a career advisor for assistance.
- 4. Review** positions in Handshake: while reading each position description, take note of the location (can you get there on time?), any Federal Work-Study (FWS) requirement, qualifications, and the application process.
- 5. Apply:** follow the application instructions included in the position description. Most will ask for a resume and probably a cover letter (Cover Letter Guide). Positions listed in the Community-Based Federal Work-Study (CBFWS) Program will also require a copy of your **Work Authorization Form**, which tells an employer the amount of your work-study award. It can be picked up at the Financial Aid Front Desk located in the Sullivan Center on the Lakeshore campus.

Tip: When preparing for your job search, obtain one copy of the Work Authorization Form then scan it into a PDF and upload it in your Handshake account for ease of sharing with prospective CBFWS employers.

- 6. Note for Work-Study Students:** If you took a work-study position, either on-campus or in the Community-Based Federal Work-Study program, be sure to monitor your Work-Study fund balance throughout the school year to ensure you have enough money to cover the duration of your employment. To get the most up-to-date balance on your Work-Study fund, see an Advisor in Financial Aid.

For more information on work-study wages, rights, and restrictions visit:

<https://www.luc.edu/career/studentemployment/studentresources/understandwork-study/>

NOTE: Student Employment at Loyola refers to positions that are either **On-Campus, Federal Work-Study or Community-Based Federal Work-Study** positions. Positions that are PART-TIME and OFF CAMPUS are not considered part of the Student Employment Program, are NOT affiliated in anyway with Federal Work-Study, and have their own application process and policies even if they are found on Handshake.