



Loyola University Chicago – Financial Aid Office

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. **Update** your [Handshake](#) account to reflect your current information (i.e. correct major).
2. **Upload** your resume into Handshake. If your resume is approved by the Career Development Center staff, go to Step 3. If it is NOT approved, follow this [Guide to Resume Writing](#) to update and re-submit it for approval.
3. **Review positions** in Handshake. Take note of the location, FWS requirement (if applicable), qualifications, and the application process.
4. **Apply.** Follow the application instructions included in the position description. Most will ask for a resume and a cover letter. Positions listed in the Community-based Federal Work-Study Program will also require a copy of your **Work Authorization Form** to confirm the amount of your FWS. It can be picked up at the [HUB](#) in the Sullivan Center.

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.

Note for Work-Study Students:

If you take 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 any way with Federal Work-Study, and have their own application process and policies even if they are found on Handshake.