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/](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.