



Federal Work-Study FAQ's

Q: How do I apply for Federal Work Study jobs?

A: Each job posting has the employer's method of contact, submit your resume and letter of interest directly to the employer.

Q: What documents are needed to start employment?

A: Federal Work-Study positions require your Federal Work-Study Employment Authorization form and a copy of your financial aid awards from your student portal.

Q: Where do I get my Authorization form?

A: The form is located on the student employment website.

Q: To whom do I submit my form once I am hired?

A: For on-campus positions you will submit the form to your supervisor who will provide it to their HR Personnel. For off-campus positions you will submit the form to your supervisor who will provide it to student employment.

Q: What happens if I don't use all of my federal work-study award?

A: Funds not used in the academic year it is awarded cannot be carried over.

Q: What happens if I use all of my Federal Work-Study award before the academic year is over?

A: Once you have earned your full allotment, your federal work-study job will end. Your employer can choose to keep you employed as a regular employee of the department.



THE UNIVERSITY OF
CHICAGO

Student
Employment

Q. I am awarded student employment, what does this mean?

A: Student employment differs from federal work-study. If you are awarded student employment, this means that you can hold a non-work-study position where you will be paid directly from your employer.