



## Federal Work-Study 2022-2023 FAQ Guide

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

A: Graduate available positions are posted directly on <https://grad-uchicago-csm.symplicity.com/>. You can apply to jobs and submit your resume through this platform.

### **Q: What documents are needed to start employment?**

A: Federal Work-Study positions require your Federal Work-Study Employment Authorization form.

### **Q: Where do I get my Authorization form?**

A: The form can be accessed through your myUChicago student portal.

- [Log into your student portal](#)
- Click Finances> Financial Aid> FWS Employment Authorization Form
- Select “FWS Authorization Form” from the report dropdown and click “View Report” (make sure pop-ups are enabled on the page)

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

A: You can submit your form to your supervisor for both on- and off-campus positions.

### **Q: What happens if I don't use all my Federal Work-Study award?**

A: Funds not used in the academic year cannot be carried over to the following academic year.

### **Q: What happens if I use all 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 if they're able to add you to their payroll.



**Q: I was awarded Federal Work-Study for the Summer, can I use it in other quarters?**

A: Summer Federal Work-Study can only be used in the Summer. If you were not awarded for the full year you cannot hold a Work-Study job past the Summer Quarter.

**Q: How many hours can I work during the Summer quarter?**

A: Students are permitted to work 37.5 hours during the Summer if not enrolled in any classes. If you are enrolled in classes, you must get permission from your Dean to work 37.5 hours.

**Q: I am an incoming student. When can I start applying for jobs?**

A: You are encouraged to begin applying at the start of the Autumn Quarter. There are job offerings throughout the year, as we receive job postings daily and you are able to search for positions on GRAD Gargoyle.

**Q: How am I paid?**

A: Students are paid bi-weekly either by paper check or direct deposit.

**Q: I found a job in a research lab. How can I use my work-study to pay for it?**

A: Your professor/supervisor will have to contact their department's Human Resource Partner to determine if they can utilize Federal Work-Study funding. The HR partner will walk them through the process.

**Q: I found an off-campus organization that I would like to use my Federal Work-Study award at. How can I do this?**

A: Off-Campus organizations must contact Shaz Razul at [srasul@uchicago.edu](mailto:srasul@uchicago.edu) if they are interested in partnering with the University to hire a Federal Work-Study student.

**Q: Where can I find more information about the Federal Work-Study Program?**

A: More information regarding Federal Work-Study can be found at [financialaid.uchicago.edu](http://financialaid.uchicago.edu).