



Financial Aid FAQ Guide

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

A: Available Undergraduate positions are posted on our career services platform: UChicago Handshake. You can apply to jobs and submit your resume through this platform.

<https://uchicago.joinhandshake.com/login>

Graduate available positions are posted directly on <https://grad-uchicago-csm.symplicity.com/>

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 student portal.

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

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 Partner for onboarding. For off-campus positions you will submit the form to your supervisor who will provide it to the student employment office.

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

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



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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.

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: Can I have more than one job?

A: Yes, you can hold multiple jobs, however the combined hours cannot exceed 20 hours per week for all jobs during the academic year, and 37.5 hours during the summer quarter and winter break. You can also hold both a Federal Work-Study job and a non-Federal Work-Study job.

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 first-year, when can I start applying for jobs?

A: You are encouraged to begin applying at the start of the autumn quarter once you are officially enrolled in classes. There are job offerings throughout the year, as we receive job postings daily and you are able to search for positions on UChicago Handshake.



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Q. How do I clock my hours?

A. Students are required to clock in and out using the University time reporting system “Workday”. If you hold more than one job it is imperative that you verify which position you are clocking your hours.

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 and I would like to use my Federal Work-Study award. How can I can do this?

A: Off-Campus organizations must contact the [Office of Civic Engagement](#) at 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 [financial aid website](#).