



Federal Work-Study FAQ's

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

A: Available positions are posted on our career services platform UChicago Handshake. Each job posting has the employer's method of contact, submit your resume and letter of interest directly to the employer. <https://uchicago.joinhandshake.com/login>

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 is located in your student portal.

- Log into your student portal
- Click Finances> Financial Aid> Student Reports
- 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 Personnel 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.

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.

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. 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: When can I start working for the summer quarter?

A: Federal Work-Study for the summer begins on June 18th and ends on September 23, 2017.

Q: I am an incoming freshman, 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.

Q: How am I paid?

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