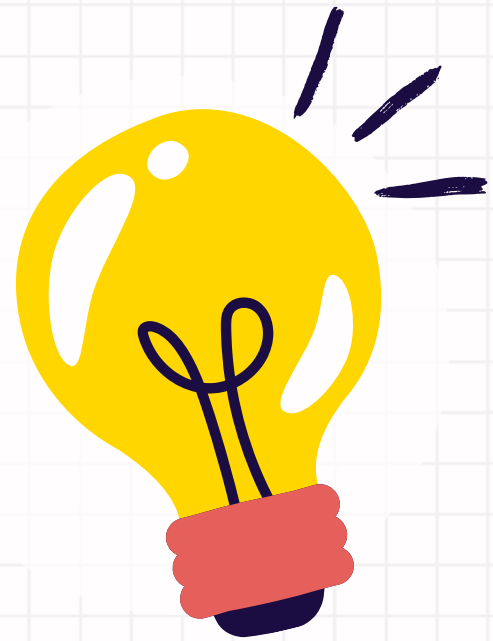




# Federal Work-Study: Student Guide



## FINANCIAL AID OFFICE

### APPLY & SUBMIT

To apply for Federal Work Study (FWS), complete a FAFSA for the current academic year. Ensure that you submit the necessary financial aid documents at [fullcoll.studentforms.com](http://fullcoll.studentforms.com) by May 30th each year.

### SEARCH & GET HIRED

To search and apply for available FWS positions, use the JobX link located on myGateway. This link will be accessible 24 hours after you accept the FWS offer. Be sure to follow the application process specified by each department. Best of luck!

### BENEFITS OF FWS:

- Paid positions on and off campus
- Gain valuable job skills and experiences
- be more confident talking to recruiters at job fairs or during job interviews
- Resume building
- Provide community support
- Meet students, work with professionals, and expand your social and career networks

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### ACCEPT

Accept your current academic year FWS offer on myGateway > Student Tools > Financial Aid > Offer > Select 'Accept' for FWS.

### EARN

Once you're hired, you can start earning while you learn! Be sure to check in with your manager about the correct procedure for reporting your hours worked.

### CONTACT US

For additional information, you may visit our website [financialaid.fullcoll.edu](http://financialaid.fullcoll.edu) or stop by in person at Building 100, Room 115.