Once you submit the Work-Study New Hire Form, you’ll be routed a DocuSign packet via email. This DocuSign will ask you to sign the Federal Work-Study Student Employment Contract and it will require you (or your supervisor) to submit the following documents:

1. Federal Work-Study Eligibility Notification

Students can get their notification in their Handshake account or by going to this site directly: https://wswf.ucr.edu/. Next, upload the saved copy into the DocuSign under the attachment icon labeled as Work Study Eligibility Notification.

---

**2020 - 2021 FEDERAL WORK STUDY ELIGIBILITY NOTIFICATION**

NAME: Last Name, First Name
SID: S IDXXXXXXXX

UCR’s Financial Aid Office has confirmed that you received a Federal Work Study allocation to help cover your college expenses.

Your Federal Work Study allocation for the 2020-2021 year is: $2,000.00.

Please note that this letter is only a notice of your Federal Work Study allocation. You will need to provide a copy of this notice during your interview.

When you are hired with a federal work study job, you will need to upload: (1) a copy of this notice and (2) a copy of your job description. Refer to the Work Study Process webpage for complete instructions. Once processed, you and your supervisor will receive a Letter of Clearance. You must await the Letter of Clearance to start working. This process may take up to 15 days.

Additionally, based on your Federal Work Study eligibility and eligibility requirements specified by the California Department of Social Services, you may be eligible for CalFresh benefits. CalFresh can help you cover your food expenses while you are in college. We encourage you to apply to receive the valuable benefit that could help make your college expenses more affordable. For more information, visit UCR’s Basic Needs website.

Please retain this letter as verification of your eligibility for, and receipt of, a Work Study allocation and for CalFresh eligibility purposes.

**FOR MORE INFORMATION:**

E-mail the Financial Aid Office at finaid@ucr.edu for any questions about your Federal Work Study allocation. Contact the Career Center at careercenter@ucr.edu for assistance in your job search.
2. Handshake Job Posting

Depending on how the Work-Study New Hire Form was filled out, either the student or the supervisor will need to upload a copy of the job description as was posted in Handshake. It must say that it is a work study position in the job title.
3. Once received, Financial Aid will process.

If the student is working off campus, you’ll be emailed about 5-10 days later to make an onboarding appointment. When completed, please await an email from Financial Aid that includes your Letter of Clearance. It will be emailed to you and your supervisor to let you know that you are “cleared” to start working.

If the student is working on campus, you’ll be contacted by your supervisor on when you can start working!