

STEPS TO WORK-STUDY

STEP 1:

- Watch the FWS Orientation*
- Complete the FWS Orientation Quiz**.

STEP 2:

- Create [College Central Student Account](#).
- View available jobs listed on the website.
- Email supervisors to apply to job postings that interest you.

STEP 3:

- If offered a job, forward your signed [FWS Application](#) to the FWS Coordinator. The application can be found on the website.
- Await an e-mail regarding your hiring forms (1-3 business days).
- Complete your hiring forms and submit to FA Office, with a copy of your identification cards as list on the I-9 form.

STEP 4:

- Await an e-mail with your FWS award amount and start date (1-3 business days).
- Set your schedule with your supervisor.

STEP 5:

- Start working.
- Sign-in to [Self Service](#) (Time Entry) to log your hours daily .
- Submit timesheet for approval on the 28th of each month.

If you have additional questions, please e-mail: EVCFA@evc.edu

*Students need to have a FWS Award Pending to start the process.

** Quiz: must answer correct at least 13/16 questions.