

Federal Work-Study Steps for Students

Your award letter included an offer of Work Study. This information sheet is to help you better understand what this opportunity means for you and how to get started. All of this information may be found online at

<http://www.dbq.edu/finaid/WorkStudy.cfm>

WHAT IS WORK-STUDY?

The Work-Study Program provides the student an opportunity to work on campus to earn money to help pay their education costs. Work-Study (WS) is based on financial need, and therefore will not be available to all students. To earn the average award, a student should expect to work approximately 8 - 10 hours per week. Students are paid monthly for hours worked.

THE WORK-STUDY APPLICATION PROCESS FOR STUDENTS:

1. Employment paperwork- Before a student may be paid they must complete the following paperwork:

- **Federal Form W-4** withholding form (all students)
 - **State W-4 Withholding form**
 - Illinois residents must use the Illinois Withholding Allowance Worksheet
 - All other use the Iowa W4 "Centralized Employee Registry Reporting" form
 - **I9 Employment Eligibility Verification** form
 - **Documentation** of identity and employment eligibility in the United States
 - A U.S. Passport (expired or unexpired)
- OR**
- Identification card such as a drivers license, college ID, military card, voter's registration
- AND**
- Employment eligibility document such as original social security card, birth certificate, U.S. citizen ID card (INS Form I-197)
- **Direct Deposit** form and a voided check from personal bank account

2. Finding a position- Students are to secure their position by directly contacting the hiring supervisor. For a list of positions and job descriptions, please see our website <http://www.dbq.edu/finaid/WorkStudy.cfm>

Please also expect to attend a brief informational session on your Registration Day where you can learn more. All forms must be completed and submitted to the Office of Student Financial Planning accompanied by the identification document(s). If you have questions please contact the Office of Student Financial Planning, 340 Myers Center, 563-589-3170 or finaid@dbq.edu.