

# Student Work-Study Steps

- STEP 1** Any student interested in a Work-Study position must first fill out the *Work-Study Interest Form* on the Minnesota North Work-Study webpage. \*Eligible students who indicated on their FAFSA that they are interested in participating in the State or Federal work-study program will see Work-Study Eligibility (WSEL) on their financial aid award letter in their eServices account.  
<https://minnesotanorth.edu/admissions-aid/financial-aid/work-study/>
- STEP 2** Once the form has been received and the student is confirmed to be eligible by the Financial Aid office, the student will be notified via e-mail and will be added to the Student Work-Study D2L Handbook.
- STEP 3** The student is required to complete and sign all employment forms. Found on the work-study web page.  
**Including:**
- ❖ Work Authorization Form
  - ❖ Federal I-9 Form
  - ❖ Federal W-4 Form
  - ❖ Minnesota W-4 Form
- STEP 4** These completed forms can be returned using the *Work-Study Document Uploader* on the Minnesota North Work-Study webpage. Please see the Financial Aid office if you need help uploading the completed forms.
- STEP 5** Once the completed forms are verified and approved, the student and supervisor will receive an email stating when the student is allowed to begin work. Students *may not* begin working until they have received this email.