February 24, 2022

# UC Davis Financial Aid
## Work-Study Eligibility Certificate

## July 2021 - June 2022

**Alexander Hoang (918312958)**

This award is based on the student retaining financial aid eligibility as determined by the Free Application for Federal Student Aid (FAFSA) or California Dream Act Application. The award is also contingent upon availability of Work-Study funds available when the student begins employment.

This certificate is valid for 30 days and will expire on: **March 26, 2022**

For off-campus employers please use the Off-Campus Access Code: **821117B1A**

**STUDENTS** - To obtain Work-Study employment:

1. If your Financial Aid application is selected for verification, all documents must be submitted and processed before Work-Study can be awarded. Because verification may affect your eligibility, you may not begin Work-Study employment until verification is complete.
2. Apply for Work-Study vacancies at iccweb.ucdavis.edu/students/AJL.htm (most students) or law.ucdavis.edu/career-services/job-resources/symplicity.html (law students).
3. Schedule interviews with Work-Study employers.
4. Print your Work-Study Eligibility Certificate and bring it with you to your interview. *Note: The certificate will expire 30 days from the date it is generated.* If the 30 days have expired, go to financialaid.ucdavis.edu/MyAwards/ to print another certificate. You will not be able to generate a Work-Study Eligibility Certificate if Work-Study funds are depleted.
5. You will need to sign the Work-Study Employment Eligibility form with your employer after you are hired.
6. Verify with your employer that you are being paid through Work-Study funding.

**EMPLOYERS** - To employ a Work-Study student:

1. Before scheduling the hire appointment:
   i. Verify student can produce required employment eligibility documentation:
      a. Acceptable I-9 documents (for complete list of acceptable documents visit uscis.gov/i-9-central/acceptable-documents)
   ii. Complete the **Work-Study Employment Request Form** at
      - **On-Campus employment**
        https://fas.ucdavis.edu/Forms/WorkStudy.
      - **Off-Campus employment**
        https://fas.ucdavis.edu/Forms/OffCampusWorkStudy.
2. The Financial Aid and Scholarships Office Work-Study Coordinator will verify that there is an approved job vacancy and that the student has completed the verification process. **Note:** Work-Study cannot be awarded by the Work-Study Coordinator if the student has not had verification completed.
3. Once the student has been awarded Work-Study, the Work-Study Coordinator will provide the employer with a Work-Study Employment Eligibility Form. The employer may then schedule a hire appointment and obtain the required signatures on the form.
4. Return the completed, signed Work-Study Employment Eligibility form to the Work-Study Coordinator so that the award limits can be set in PPS.
5. For further information on Work-Study Processing Guidelines please go to financialaid.ucdavis.edu/work-study/employer-ucdavis/index.html.