

# Federal Work-Study

Federal Work-Study is a financial aid program that helps students find jobs to meet college expenses. These jobs may help students gain career-related work experience or perform work that benefits the local community.

## How do I get Work-Study?

You must apply for financial aid using the Free Application for Federal Student Aid (FAFSA), to be considered for work-study. When you receive your Financial Aid Award Notification letter, read it carefully. If your letter includes a line that reads "Federal Work-Study", you have a clearance for this program.

## How to Verify Federal Work-Study

1. Go to the Humboldt State University homepage at: <http://www.humboldt.edu>
2. Go to "Quick Links" and click on Registration.
3. Click on "Go directly to WebReg!"
4. Enter your User ID and PIN (this is the same information you use for registration).
5. Click Login.
6. Click on Financial Aid.
7. Click on My Award Information.
8. Click on Award Summary by Aid Year.
9. Choose Aid Year
10. Click on Submit.
11. Print form. Use this as your verification of Federal Work-Study.

## Federal Work-Study Jobs?

If you have a Federal Work-Study clearance, you may arrange:

- An on-campus job such as a library aide or a biology lab assistant or art gallery attendant;
- An off-campus job serving the Humboldt County community such as a program aid for Big Brothers/Big Sisters, a court clerk for Superior Court of California, or a reading and math tutor in a local school.

## I have received my Federal Work-Study Award notification, how do I participate?

Federal Work-Study Jobs are posted on [Springboard](#). To see the open positions you just need to register or have an account on Springboard. If you have any questions about Federal Work-Study please call the Career Center at (707) 826-3341 or stop by in Nelson Hall West, Room 130.

## How to Find Work-Study Jobs

1. Go to the Career Center's homepage at: <http://www.humboldt.edu/~career>
2. Under the Springboard logo click "Students".
4. Type in your Username and Password that you assigned yourself. (See section 5 above.)
5. Click LOGIN.
6. From the Jobs Tab at the top of page, select "Search ALL Job Listings".
7. Scroll down to the "Position Type" box and click on "On-Campus Work Study and/or Off Campus Work-Study".
8. Hit the Search button.
9. Springboard will allow you to view all of the Work-Study job listings. If you have Federal Work-Study clearance, you may apply for any of these jobs.