

# Federal Work-Study (FWS) In 5 Easy Steps

STEP  
**01**



## The Application

Visit: [studentaid.gov](https://studentaid.gov) to complete your **FAFSA**.

Make sure you check your student email regularly to ensure your FAFSA was submitted correctly.

STEP  
**02**



## Check-In

Once your application has been submitted, the Financial Aid office will begin the process of completing it. Check your MyBC student email often for updates.

STEP  
**03**



## Offer Letter

Once you receive an email notification from the Financial Aid office stating your file is complete, download your Offer Letter from Self-Service and bring it to the Career Center.

STEP  
**04**



## FWS Eligibility

The Career Center will give you an FWS Eligibility Notification once they receive your Offer Letter. This will show campus departments how many hours you're eligible to work and how much \$\$\$ you can earn for the school year.

STEP  
**05**




## The Job

Visit: [joinhandshake.com](https://joinhandshake.com) and search for "On Campus". Then look for "FWS" in the ad.

To apply, follow the directions in the job description. Then report back to the Career Center.

That's it! You now have a FWS job!

 (530) 895-2280

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