

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.

STEP 2

Once the form has been received by Financial Aid and the student is confirmed to be eligible, the student will be added to the Student Work-Study D2L training.

STEP 3

When the student completes the D2L training and passes the short quiz, they will gain access to all employment forms (Work Authorization Form, W-4, I-9..)

STEP 4

The student will fill out and sign off on all employment forms with their supervisor. Then the student can upload the forms using the **Work-Study Document Uploader** on the Minnesota North Work-Study webpage or bring the completed forms to their campus Financial Aid Office.

STEP 5

Once the completed forms are uploaded, the student will be set up with a work authorization. The student and supervisor will receive an email that the student is allowed to work. Students **may not** begin working until they have received this email.