



Minnesota
North College
A Member of Minnesota State

Student Work-Study Steps

- STEP 1** Eligible students 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
- *Examples of identity documents required to complete a Federal I-9 Form are typically a driver's license, government-issued photo ID or current school ID card and social security card or birth certificate. Other proofs of identity options can be found on the I-9 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.

If you have questions or need assistance, contact workstudy@minnesotanorth.edu.