



**Minnesota
North College**

A Member of Minnesota State

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 E–services account.

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:

- 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.** For any questions regarding work–study, please email: workstudy@minnesotanorth.edu

