

# How to become a Federal Work Study (FWS) student

FWS is awarded in August. Jobs are limited and the program is highly competitive. By October, all jobs are taken. If you get awarded, act fast so you don't miss out!

01

## Complete the FAFSA online

- Visit: [studentaid.gov](http://studentaid.gov).
- School code: 001245.

02

## Get awarded FWS

- Check your [student portal](#) and complete any outstanding financial aid requirements.
- Not awarded yet? Contact the Financial Aid Office to inquire about your eligibility at (909)274-4450.

03

## Complete FWS Student Orientation

- If awarded, the direct link to orientation can be found in your student portal.

04

## Apply for FWS jobs on Handshake

- Visit the [Career Center](#) for job search, resume help and interview tips.
- Download, complete, and submit the [FWS Employment Application](#) to each job posting you apply for.

05

## Get hired

Got offered a job?

- Bring us your govt. issued ID and social security card.
- Complete your onboarding hiring forms and sign your FWS contract. (Look for emails from "Etrieve Softdocs")

## Questions? Contact us!

Financial Aid



Financial Aid  
(909)274-4450

[www.mtsac.edu/financialaid/](http://www.mtsac.edu/financialaid/)

Career Center  
(909)274-4510

[www.mtsac.edu/careercenter/](http://www.mtsac.edu/careercenter/)

Career Center

