

## How Work-Study Works!

Do you have Federal Work-study?

Yes! If you are a student who is eligible for Federal Work-study, you can earn money to help pay for your education. To be eligible, you must be a U.S. citizen or permanent resident, have a valid Social Security Number (SSN), and be enrolled in at least one credit-bearing course. You must also have a satisfactory academic record. To apply, you must complete the Free Application for Federal Student Aid (FAFSA). Once you are selected for work-study, you will be assigned to a job on campus. The amount of money you can earn is based on your financial need and the amount of work-study funds available. You can earn up to \$5,000 per year. Work-study jobs are available in a variety of fields, including administrative, technical, and research positions. If you are interested in work-study, contact your financial aid advisor for more information.

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*NOTE: You must be registered for and remain in 6 credits or more and maintain satisfactory academic progress per semester in order to participate. ALL paperwork must be completed prior to first day of work. If forms are not complete, you are not eligible to start your position.*

### I-9 Form

The I-9 form is a federal requirement for all employers to verify the identity and employment authorization of their employees. You must complete this form before starting your work-study position. You will need to provide your Social Security Number and a document that proves your identity and employment authorization. If you are a U.S. citizen, you can use your driver's license or state ID card. If you are a permanent resident, you can use your Alien Registration Card. If you are a temporary lawful permanent resident, you can use your Employment Authorization Document. If you are a student, you can use your passport or your U.S. passport card. If you are a non-citizen national, you can use your passport or your U.S. passport card. If you are a naturalized citizen, you can use your naturalization certificate. If you are a dual citizen, you can use either your U.S. passport or your foreign passport. If you are a temporary lawful permanent resident, you can use your Employment Authorization Document. If you are a student, you can use your passport or your U.S. passport card. If you are a non-citizen national, you can use your passport or your U.S. passport card. If you are a naturalized citizen, you can use your naturalization certificate. If you are a dual citizen, you can use either your U.S. passport or your foreign passport.

### Authorization to Work Form

This form is used to authorize you to work on campus. You must complete this form before starting your work-study position. You will need to provide your Social Security Number and a document that proves your identity and employment authorization. If you are a U.S. citizen, you can use your driver's license or state ID card. If you are a permanent resident, you can use your Alien Registration Card. If you are a temporary lawful permanent resident, you can use your Employment Authorization Document. If you are a student, you can use your passport or your U.S. passport card. If you are a non-citizen national, you can use your passport or your U.S. passport card. If you are a naturalized citizen, you can use your naturalization certificate. If you are a dual citizen, you can use either your U.S. passport or your foreign passport.

**Don't miss the FAQ's on the reverse!**



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[OneStop@berkshirecc.edu](mailto:OneStop@berkshirecc.edu)

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*What is the advantage to me to take a work-study job?*

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