

Work-Study funds are limited, and will be awarded on a first-come, first-served basis and we encourage eligible Work-Study recipients to begin the application process early.

Eligible students can generate a Work-Study certificate from their [MyAwards](#) page and follow these steps to begin the application process:

1. Apply for Work-Study vacancies on Handshake

[Handshake](#) is a web service that connects UC Davis students with prospective on-campus and off-campus employers, allowing students to search for internships and jobs (including student employment and Work-Study).

2. Schedule interviews

During your interview, be sure to discuss the following points with your prospective employer:

- Your job responsibilities
- Your work schedule
- Your ability to earn the full amount of your Work-Study award

3. Bring your Work-Study certificate to the interviews

The certificate will expire 30 days from the date of generation. If the 30 days have expired, you must go to [MyAwards](#) and print another certificate. However, because Federal Work-Study funding is limited, you may not be able to generate another certificate if funds have been depleted.

4. When a job is offered

The employer should submit a [Work-Study Eligibility Form Request](#). Once your work-study status is approved:

- Your employer will receive a Work-Study Employment Eligibility Form
- An email will be sent to you with your Rights and Responsibilities for your review
- The Work-Study award will be posted as accepted on [MyAwards](#)

The Work-Study Employment Eligibility Form will only be generated if verification has been completed, eligibility has been maintained, and funding continues to be available.

5. After the job has started

It is the student's responsibility to verify with the employer that wages are being paid through Work-Study funding.