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.