

FEDERAL WORK - STUDY STUDENT EMPLOYMENT HIRING CHECKLIST

***RETURNING STUDENTS** please contact your supervisor if you would like to be re-hired. Confirm your FWS eligibility and accept your FWS award at the beginning of each school year. The earliest start date for returning student-employees is August 16th.

- **Accept your FWS award**
 1. Log in to the portal at <https://my.uic.edu>.
 2. Select the "Financial Aid Status" menu.
 3. From the list on "Financial Aid Pages," select "Financial Aid Notification."
 4. Read the Terms and Conditions and check the box to confirm that you have read the notice.
 5. Once you accept the Terms and Conditions, you can view your notification.
 6. To accept your financial aid offer, click the "Accept/Decline Aid" button located at the bottom of the page.
 7. Review the offer and choose to "Accept", "Decline", or "Modify" the offer.
 8. Finally, click the "submit" button to complete the process at the bottom of the page.
- **Questions / Request Confirmation of FWS Eligibility:**
 - a. CADAfinancialaid@uic.edu (STM or other CADA students)
 - b. money@uic.edu (all UIC students)
 - c. Find your financial aid contact- person by college <https://financialaid.uic.edu/contact-us/>
 - d. School of Theatre and Music – Ben Kenis bkenis2@uic.edu, or Amy Sinclair asincl3@uic.edu
- **Were you notified that you are "not eligible" for FWS?**

Q: Did you Check "Yes" for Work-Study on your FAFSA submission?

A: Correct your FAFSA <https://studentaid.gov/help/how-correct-fafsa?src=trending>

Q: Has your household income has changed? Or are you experiencing an extenuating circumstance?

A: Step 1: Appeal FAFSA <https://studentaid.gov/appeal-credit/demo>

Step 2: Appeal UIC Financial aid <https://financialaid.uic.edu/aid-process/change-of-financial-situation/>

Q: Have you met Satisfactory Academic Progress (SAP)?

A: See next steps <https://financialaid.uic.edu/aid-process/sap-policy/>