



Federal Work Study Program Procedure

Students who are interested in the Federal Work Study Program are responsible of submitting a work study request online.

Please follow the link to the Federal Work Study Request at

<https://webapps.samuelmerritt.edu:8443/iFiller/iFiller.jsp?fref=a2e2cca7-dc76-4103-82dd-60b2945811c2>

1. LOG IN

Click on the “Get My Info” button and sign in using your SMU account

2. COMPLETE FORM

3. SIGN & SUBMIT

What Happens Next?

- The Federal Work Study form will automatically be routed to the Financial Aid Office for further verification on eligibility.
- Once student is Approved/Denied for Work Study by the Financial Aid office, e-forms will generate an automated response back to the student on the status.
- Human Resources require students to complete a new hire paperwork prior to employment. Please proceed to Human Resources Office at this point to further complete this step.

Students should keep the Federal Work Study status form handy as you may need to show proof of eligibility to hiring managers.

Please contact Mary Hoang at mhoang@samuelmerritt.edu if you should have any further questions or concerns in regards to the Work Study Program.