



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**

- 4. Fill out PDF employment packet** [\SMU FWS Application form_040320_fillable.pdf](#)

- 5. Contact the campus service center via email to schedule a time to have your I-9 verified. CampusServiceCenter@samuelmerritt.edu**

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.
- Students are required to complete a new hire paperwork prior to employment. Please proceed to step four to complete your employment packet.

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

Please contact Kimya Williams at kwilliams@samuelmerritt.edu if you should have any further questions or concerns in regards to the Work Study Program.