



# Samuel Merritt University

## 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](mailto: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](mailto:kwilliams@samuelmerritt.edu) if you should have any further questions or concerns in regards to the Work Study Program.