

Federal Work-Study Returning Students Guide

Use this step-by-step guide to request current Federal Work-Study employees for the upcoming academic year.

Student Responsibilities

1. The student must complete the Free Application for Federal Student Aid (FAFSA) by the [priority submission deadline](#) to be considered for Federal Work-Study. The FAFSA can be completed online via the [Federal Student Aid website](#). *Please note that students must also maintain [satisfactory academic progress](#) for financial aid eligibility.*
 2. Students should monitor their MIX email after submitting the FAFSA for important updates. Students may be asked to provide [additional documentation](#) before we can review their financial aid eligibility. Students should [contact the WVU Hub](#) if they need assistance completing their unsatisfied requirements.
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Supervisor Responsibilities

1. Confirm with your work-study student(s) that they are interested in returning for the upcoming year.
 2. Download and complete the Request for Returning Student spreadsheet. List only students who have confirmed they wish to return.
 3. Submit the [Request for Returning FWS Students form](#). As part of the form, you must attach a copy of the completed Request for Returning Student spreadsheet.
 - Supervisors must indicate if they wish to have their work-study position reposted for new applicants. **Positions will not automatically be reposted for the upcoming academic year. A new Handshake Job ID will be created for each position.**
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Next Steps

- The supervisor and student will receive a confirmation email regarding the FWS renewal – if the student is eligible to return to their position.
- The supervisor will also receive a final confirmation email with the status of all students submitted on the Request for Returning FWS Students form.
- Visit our [Supervisor Resources webpage](#) for up-to-date information.