

Work-Study Process – For Students

1. If you are eligible for a work-study award and if funding is available, the award should be posted on your NOVAConnect account under “View Financial Aid” within 2-3 business days after requesting it with your [Campus Work-Study Coordinator](#).
2. After you are offered a work-study award on your NOVAConnect account, you may begin applying for work-study positions within 24 hours at: www.nvcc.edu/workstudy/ > [Find a Job](#)
3. On the aforementioned employment website, click on the campus where you would like to work.
4. Read the instructions and disclaimers and then click: “I agree”
5. Select the jobs you would like to apply for and click: “Apply for selected jobs”
 - a. You may select as many jobs as you would like and apply for all of them at once.
6. Sign in with your NOVA email address. If you do not have an account, click on the “Click Here” button as shown below and enter your **NOVA email address**. If you already have an account and cannot log in or remember your password, click on the “Forgot Password” link.

Help

Students/Supervisors: Logging in for the first time? [Click here](#) to be sent a link to your new account.

You are required to log-in to use the system. Enter your username (email address) and password.

By logging-in I understand and acknowledge:

- Any unauthorized review, use, disclosure, or distribution of confidential information contained in this system is strictly prohibited.
- I agree to access and use information contained within this site for my employment duties only.
- Any misuse or unauthorized release of confidential information may be grounds for discipline or legal action.

Please Log In!

Email Address

Password

[Forgot Password?](#) [Employer Request Signup](#)

7. Complete the application and submit it with your resume (if you have one). Fill in each field with a **Red *** and then click: “Submit”
8. Supervisors will contact you if they wish to schedule an in-person interview.
9. If you are selected for the position, the supervisor will complete the [work-study agreement](#) with you and you will need to submit it to your Campus Work-Study Coordinator in the Financial Aid Office.
10. If you have not participated in the work-study program during the previous 12 months you will also need to complete the [work-study employment packet](#) with your Campus Work-Study Coordinator. New hires will need to provide original and unexpired documentation that verifies their eligibility to work as indicated on page 3 of the [I-9 form](#) and provide a voided check (or other bank documentation that verifies the routing number and account number) for the direct deposit form.

- The College Work-Study Coordinator will notify the student and supervisor when the student is approved by the Financial Aid Office and then the student may begin working in accordance with the work-study agreement once the supervisor receives confirmation from Human Resources that the student's employment was approved.

I-9 Form

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> U.S. Passport or U.S. Passport Card Permanent Resident Card or Alien Registration Receipt Card (Form I-551) Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa Employment Authorization Document that contains a photograph (Form I-766) For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> Foreign passport; and Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> The same name as the passport; and An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	OR	<ol style="list-style-type: none"> Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address School ID card with a photograph Voter's registration card U.S. Military card or draft record Military dependent's ID card U.S. Coast Guard Merchant Mariner Card Native American tribal document Driver's license issued by a Canadian government authority For persons under age 18 who are unable to present a document listed above: School record or report card Clinic, doctor, or hospital record Day-care or nursery school record 	AND	<ol style="list-style-type: none"> A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> NOT VALID FOR EMPLOYMENT VALID FOR WORK ONLY WITH INS AUTHORIZATION VALID FOR WORK ONLY WITH DHS AUTHORIZATION Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal Native American tribal document U.S. Citizen ID Card (Form I-197) Identification Card for Use of Resident Citizen in the United States (Form I-179) Employment authorization document issued by the Department of Homeland Security