

International Work-Study Program Information

The goal of the program is to support F1 international student employment on-campus for those students who demonstrate financial need to support their studies at NOVA. The majority of these funds will be awarded in the fall semester for two semesters (Fall and Spring). Spring and Summer work study funding may be available but will be dependent on any remaining funds from the academic year.

Work study funds are renewed by the College at the beginning of each academic year so total funding and number of awards can vary. Please be aware that being offered an international work-study award does not guarantee a job but gives you the ability to apply for on-campus positions listed on the college's [Job-X employment website](#).

Eligibility

- ✓ NOVA F-1 student
- ✓ Good academic standing (1.5 min GPA)
- ✓ Must have completed at least 15 **academic** credits at NOVA.
- ✓ Priority given to:
 - Students who have not previously received international work study funding
 - Students who demonstrate extreme and/or unexpected economic hardship

Application Deadlines:

- July 15th for Academic Year (Fall/Spring)
- November 15th for Spring semester (dependent on any remaining funds)
- April 15th for Summer semester (dependent on any remaining funds)

Applications should be emailed to Stacey Bustillos (sbustillos@nvcc.edu) by the deadlines noted above. Applications will be reviewed by OIS within two weeks after the deadline. All applicants will be notified by email of their status after recipients have been selected.

Hiring Process

If funding is awarded you will be notified via your NOVA email account and the Financial Aid Office will post an international work-study award on your myNOVA account.

1. Begin applying for on-campus positions through the [Job-X website](#)
2. You will be contacted by supervisors who wish to arrange an interview. You may also work with your Campus Work-Study Coordinator in the Financial Aid Office to identify potential jobs.
3. Once you have an offer, you must complete the [work-study employment packet](#) and submit to your [Campus Work-Study Coordinator](#).
4. If you do not have a Social Security Number, please [find details here](#) on how to obtain one.
5. Upon receipt of your employment packet, the Financial Aid Office will process your documents and notify you, your supervisor, and OISS of the expected start date and the terms of employment.
6. After your supervisor receives an email from NOVA's Human Resources office that your employment has been approved, you may begin working in accordance with the [Work-Study Agreement](#).

APPLICATION FOR INTERNATIONAL WORK STUDY FUNDING

FULL NAME (FIRST/MIDDLE/LAST NAME):

SEMESTER REQUESTING FUNDING:

NOVA STUDENT ID #:

CURRENT GPA:

TOTAL ACADEMIC CREDITS COMPLETED:

STATEMENT OF FINANCIAL NEED

(Please explain your current financial situation and why you are in need of additional financial support)

MONTHLY BUDGET

RENT

SUPPLIES/BOOKS

FOOD

HEALTH INSURANCE

CAR INSURANCE

TRANSPORTATION

BUS

TAXI/UBER

GAS

CAR MAINTENANCE

OTHER

TOTAL MONTHLY EXPENSES:

PERSONAL MONTHLY INCOME

TOTAL ADDITIONAL FUNDS NEEDED (MONTHLY EXPENSES – MONTHLY INCOME):