



## Work-Study Checklist

Complete FAFSA

You can find the FAFSA application on the [Federal Student Aid](#) website.

Complete Student Worker Application

The application is in your [Indigo Portal](#). Use your WCU e-mail address to apply. Make sure to fill out the application that corresponds with the campus you will be attending – Hattiesburg or Tradition. **Only new work-study students must submit an application.**

Register for classes for the terms you plan to work.

Ask supervisor to submit Work-Study Request Form

Complete onboarding with Human Resources

Human Resources will reach out to you via student e-mail to schedule your onboarding session.

For questions, contact Hannah Beth Prescott at [hprescott@wmcarey.edu](mailto:hprescott@wmcarey.edu).

**A student cannot begin work without receiving an e-mail from**

Financial Aid confirming the approved hours and date of hire.