



University Work-Study Program

The intent of the University Work-Study Program is to offer part-time employment to eligible students who have a valid Employment Authorization Card (EAD). University Work-Study Program award ranges from \$500-\$2000.

To find employment opportunities access UCLA Work-Study Job Bulletin under Jobs and Finance on [MyUCLA](#). The Work-Study job bulletin is updated daily with the current listing of Work-Study jobs and provides you with contact information for each prospective employer.

If you are offered employment, you will be required to submit the Employment Authorization Document Form along with a copy of your Employment Authorization

Card (front and back) to the Financial Aid and Scholarships Office before you can be hired and put on payroll. Please find the "Employment Authorization Document Form" under [Work-Study Guides and Publications](#) section.

Your Employment Authorization Card must be valid during your period of employment. If you allow your work authorization to expire, you will not be able to continue working until it is renewed. USCIS recommends filing for renewal 120 days before Deferred Action & Employment Authorization Document expires.

You must be enrolled at least half-time (six units) to maintain work-study eligibility.

University Work-Study FAQs

Q: When can I start working?

A: You can begin working after you have accepted work-study on your Financial Aid Notification (FAN), your referral form has been submitted and you have completed the payroll paperwork. You may only work within the participation dates. Please see the "Program Calendar" under [Work-Study Guides and Publications](#) section.

Q: What is my hourly rate?

A: The hourly rate for all work-study students is determined by the student's employer and must be appropriate to job description and other employee pay rates under similar job descriptions.

Q: How many hours can I work?

A: You may work a maximum of 20 hours a week throughout the participation period.