

Student Employment Work-Study Checklist

To be considered for a work-study position, you must first complete the FAFSA (Free Application for Federal Student Aid) at studentaid.gov. Once you receive your financial aid offer, we can then determine your work-study eligibility.

- Check Eligibility** - Contact Financial Aid: 320-762-4540, financialaid@alextech.edu or Room 112 in the Main Building.
- Find a Job** - View openings at alextech.edu/workstudy.
- Apply for a Position** - Contact the supervisor listed in the job posting to set up an interview. Be ready to submit an application/resume, if requested.
- Complete Hiring Paperwork** - Once hired, go to the Financial Aid Office to complete payroll forms (W-4 & I-9). You will need to provide proof of identity and authorization to work — see the Lists of Acceptable Documents on Page 2. **This must be done before you begin working.**
- Offer & Acceptance Form** - Meet with your supervisor to complete the online form. You'll need your 8-digit student ID (found in eServices or from Financial Aid). Watch your college email for a message from: no-reply-alexandriatech@mnsu.edu and subject: "ACTION REQUIRED."
- Set Up Direct Deposit** - Visit eServices → Financial Aid → Direct Deposit Setup
If not set up, checks will be mailed to your address on file (no pick-up available).
- Get Your ID Badge & Keys** - Watch for an email when they're ready for pickup (if required for your position).
- Complete Required Training** - Access training in Brightspace (appears within three days). Follow instructions from the green sheet in your work-study packet which will be given to you when you fill out your paperwork in the Financial Aid Office. Complete this within your first two weeks of work.

LISTS OF ACCEPTABLE DOCUMENTS

U.S. Citizenship and Immigration Services Form I-9

All documents containing an expiration date must be unexpired.

* Documents extended by the issuing authority are considered 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
1. U.S. Passport or U.S. Passport Card	OR	1. 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, sex, height, eye color, and address	1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. 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, sex, height, eye color, and address	2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph	3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card	4. Native American tribal document
5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the individual's status or parole 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.		5. U.S. Military card or draft record	5. U.S. Citizen ID Card (Form I-197)
6. 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		6. Military dependent's ID card	6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card	7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document	For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central .
		9. Driver's license issued by a Canadian government authority	The Form I-766, Employment Authorization Document, is a List A, Item Number 4 , document, not a List C document.
		For persons under age 18 who are unable to present a document listed above:	
		10. School record or report card	
		11. Clinic, doctor, or hospital record	
		12. Day-care or nursery school record	

Acceptable Receipts

May be presented in lieu of a document listed above for a temporary period.

For receipt validity dates, see the M-274.

• Receipt for a replacement of a lost, stolen, or damaged List A document. • Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. • Form I-94 with "RE" notation or refugee stamp issued to a refugee.	OR	Receipt for a replacement of a lost, stolen, or damaged List B document.	Receipt for a replacement of a lost, stolen, or damaged List C document.
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*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.