

Work-Study Guide For Students

What steps can you take to ensure your Work-Study application is approved and paid?

- 1. Make sure your school has submitted your enrollment certification to VA for the period you are requesting the Work-Study program.**
- 2. Make sure you submit the Work-Study application (VA Form 22-8691 – *Application For Work-Study Allowance*) early. Do not wait until the day you want to start to submit your application. It normally takes 7 to 14 business days to process an application.**
- 3. Make sure you are attending at least $\frac{3}{4}$ training time or more for the period you are requesting the Work-Study program.**
- 4. Make sure you list your work site on your application in field 11 “Work Site Preference.” If you do not know of a participating work site in your area, please contact us at 1-888-442-4551 for assistance.**
- 5. Keep in contact with your work site so that you can sign your contract as soon as they receive it.**
- 6. If you are requesting Advance Pay and you participated in Work-Study previously, you need to make sure your supervisor submits your final timecard for the previous contract before submitting your new application.**
- 7. Know your contract. Know the dates approved and the hours approved.**
- 8. Work; remember you are serving veterans like yourself. Provide service like you would like to receive.**

Good luck in your educational endeavors!