



Career Services Center

Work-Study

frequently asked questions

Q. What is work-study?

A. Work-study is awarded by the Financial Aid office as part of your financial aid package. Your award makes it easier for you to obtain a job on- or off-campus and allows you to earn money for your expenses. Money earned does not automatically go towards your tuition.

Q. How do I use work-study?

A. Work-study is just like a “regular” job where you submit hours worked and receive a paycheck for each pay period. You can use your award in most jobs on campus even if they are not advertised as work-study. When you interview for a job, let them know that you would like to use your work-study award and bring a copy of your award letter with you. If you have a job on campus already and would like to use work-study, let your timekeeper know that you have a work-study award.

Q. How is work-study different from a “regular” job?

A. It is exactly the same as a “regular” job except that in work-study, the government is subsidizing your employment by partially reimbursing the department that hires you.

Q. Do I get a check for the amount shown on my award letter?

A. Once you have a job, you submit hours worked and receive a paycheck for those hours. You can earn up to the dollar amount shown on your Financial Award notification, which can be found on TritonLink at <http://tritonlink.ucsd.edu>.

Q. Does a work-study award guarantee that I will get a job?

A. All jobs are competitive and may require a resume and an interview.

Q. Do I have to pay the money back?

A. A work-study award is not a loan. It is an award for you to utilize and you do not have to pay it back.

Q. Why should I use my work-study award?

A. Work-study allows you to gain valuable work experience. It also allows you to pay for your educational expenses, whether they are a car loan, rent, or food.

Q. Are taxes taken out of my work-study earnings?

A. Yes, if you earn enough (according to IRS tax regulations) during any given pay period.

Q. How do I find a work-study job?

A. First, register to use Port Triton at <http://career.ucsd.edu>. You can view the job listings (on-campus work-study/ off-campus work-study/on-campus non-work study) and follow the “**How to apply**” directions listed for each job that you are interested in.



A Department of Student Affairs

Career Services Center

University of California, San Diego

Located on Library Walk ~ 858.534.4472 ~ career.ucsd.edu