



St. John's University
Office of Student Financial Services
Accepting Federal Work-Study 2024-2025

How do I accept my Federal Work Study (FWS) Award?

- 1.) Log onto your SignOn account, using your St. John's email and password consisting of Sj(Storm Card Number) if you have not yet changed your password. Ex: john.doe24@my.stjohns.edu & Sj12345678.
- 2.) Navigate to the **NEW** UIS link provided on SignOn.
- 3.) Navigate to the Financial Aid widget.
- 4.) Click on My Overall Status of Financial Aid
- 5.) Select the current Aid Year (2024-2025) and click "submit".
- 6.) Click on the link under the word "awarded" in the "You have been awarded financial aid which totals \$(insert dollar amount here)".
- 7.) Navigate to the "Accept Award Offer" tab.
- 8.) Locate Federal Work Study within the Award Decision section and select "Accept" in the dropdown menu.
- 9.) Click Submit Decision at the bottom of the page.



St. John's University
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Fulfilling Student Requirements 2024-2025

What is Outstanding Student Requirements?

Student Requirements is a feature included on your UIS account that shows you what documents have not yet been submitted or actions not yet taken and is preventing you from receiving certain aspects of Financial Aid or scholarships. These documents usually contain information about your financial circumstances and must be shared with St. John's University to better understand your situation as an individual student.

How do I fulfill my Student Requirements?

- 1.) Log onto your SignOn account, using your St. John's email and password consisting of Sj(Storm Card Number) if you have not yet changed your password. Ex: john.doe24@my.stjohns.edu & Sj12345678.
- 2.) Navigate to the **NEW** UIS link provided on SignOn.
- 3.) Navigate to the Financial Aid widget.
- 4.) Click on My Eligibility
- 5.) Click on the "Student Requirements" link.
- 6.) Select the current Aid Year (2024-2025) and click "submit".
- 7.) You can now view your Unsatisfied Requirements at the top of the page. Follow the instructions provided under the requirement, and submit necessary documents as listed.