

APPLY TO CONTINUE AS A EURēCA STUDENT ASSISTANT



1. TALK TO FACULTY MENTOR & JOINTLY APPLY TO CONTINUE

Talk to mentor about continuing for additional year.

- [EURēCA! Program Details](#)

Update proposal with mentor: Include changes to project, new goals, & detailed mentoring plan.

- [Example proposals](#)
- [Example mentoring plans](#)
- [Mentoring contract template](#)

Mentor will upload final documents through 'Continuing EURēCA!' option of application.

Provide student ID, grad info, & work-study progress.

- [Faculty Info Sheet](#)
- Application at [bottom of website here](#)

Application Tips:

Apply by priority deadline, but rolling applications still accepted until program is full. You can apply before work-study is confirmed, but complete FAFSA first!



3. COMPLETE SOLIDIFY APPOINTMENT & NEW EXPERIENCE

If accepted to continue, Solidify Position each semester: book required appointment in Handshake with URCA.

- **Before appointment,** draft *Experience* in Handshake to update position details & goals.
- **During Solidify appointment,** discuss program details & requirements, for-credit steps (if applicable), & cover any questions.
- **Once finalized,** Experience approved by mentor to continue.

Note: If eligible, EURēCA! positions may be used to enroll in for-credit internship, ask for details.



2. SUBMIT NEW FAFSA & REQUEST WORK-STUDY



Complete the Free Application for Federal Student Aid (FAFSA).

Must be done annually & can take several weeks to process, so start early!

- [CU Denver FAFSA instructions](#)
- [Learn More: What is work-study](#)
- [Tips: How to apply for work-study](#)

Financial Aid will notify of Award Package.

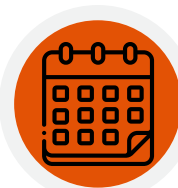
Find details on CU Denver Student Portal

Tips: [How to check your work-study](#)

- **Once Financial Aid package received, all students must submit 1-page *Work-Study Request Form* with EURēCA! Offer or Intent to Hire Letter**
- [Work-Study Request Form](#)(scroll down)
- Take screenshot of work-study amount once confirmed & email to URCA.



4. CONTINUE INPUTTING & SUBMITTING TIME



Begin submitting time-sheets again once new Experience is fully approved & confirmation email received from URCA.

Timesheet Reminders:

- Input hours after every shift worked & submit timesheets for approval
- Get paid on time, use bi-weekly payroll calendar to set reminders every two weeks
- Track work-study or hourly usage
- Stay within awards & time limits (max 50 hrs bi-weekly or work-study/hourly caps)

Program Reminders:

- Attend 2 events each semester with URCA
- Complete End-of-Semester-Evaluations
- Present at annual RaCAS

QUESTIONS?
CALL 303-315-4000 OR EMAIL
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