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!

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.

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.

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 UNDERGRAD.RESEARCH@UCDENVER.EDU