NEW MEXICO TECH
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY

Work Authorization Process

Do you have BanWeb Access?

NO → **Contact Register Office**
Located in Fidel Building
Room 231
(575) 835-5133

YES ↓

Check Financial Aid Awards
for Work Study Aid Award
If none, you can continue to next step

YES ↓

Find a Job
Visit Handshake
(https://nmt.joinhandshake.com/login)
Or
Visit Student Leadership & Engagement (Fidel 262)

YES ↓

Secure a Job

YES ↓

Complete Work Authorization Process within Dynamic Forms
https://www.nmt.edu/finaid/Student%20Work%20Authorization.php

YES ↓

Complete I-9 Form
with Required Documentation from Column A or Column B & C

NO → **Receive Email from Budget & Analysis**
Pending I-9 document required; NOT able to start working until received

YES → **Receive Email from Financial Aid**
Approving Work Authorization and Allowing to Start Working