Work Authorization Process

Do you have BanWeb Access?

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

↓ YES

Find a Job
Visit Handshake
Or
Visit Student Leadership & Engagement (Fidel 262)

↓ YES

Secure a Job

↓ YES

Student & Employer
Check Financial Aid Awards
For Work Study Aid Award
If none, you can continue to next step

↓ YES

Complete I-9 & W4 Form
With Required Documentation from Column A or
Column B & C

↓ YES

Complete Work Authorization Process within Dynamic Forms

YES →

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