



International Student Program

Request for On-Campus Employment Permission

Please allow 24 hours for processing time. Your record must be in good standing for the current semester in order for your request to be processed. Fill out the following information:

Name: _____

Date: _____

Student ID#: _____

Phone Number: _____

E-mail: _____

I have completed at least one full-time semester at Moorpark College: Yes No

I have paid my tuition in full for the current semester: Yes No

I am enrolled in _____ units for the current semester.

Signature: _____

Please check each statement after you have read it:

I understand that this permission request only allows me to work on-campus at Moorpark College. I cannot work off-campus or at another college.

I will need a Social Security Number (SSN) in order for my employee assignment to be processed. I can apply for an SSN once I find a job on-campus. (www.ssa.gov)

Per LACCD policies, I understand that I must be enrolled in a minimum 12 units every Fall & Spring semester in order to work on-campus. The majority of my units must be taken at Moorpark College.

I understand that I must maintain a GPA of 2.0 in order to continue working on-campus.

I understand that if I transfer out of Moorpark College, I cannot keep my job. It is my responsibility to inform my employer that I am no longer eligible to work. Failure to do so may affect my immigration status in the future.

During the Fall and Spring semesters, I can work a maximum of 20 hours per week (pending availability of hours).

During the Summer semester, I can work a maximum of 35 hours per week (pending availability of hours).

I understand that as a student employee, my assignment may be renewed every semester based on my performance and availability of funding.

IT IS MY RESPONSIBILITY TO KEEP THIS ISS INFORMED OF MY ON-CAMPUS EMPLOYMENT STATUS EVERY SEMESTER. FAILURE TO DO SO MAY AFFECT MY STUDENT STATUS.

Received by: _____

Date: _____