



## On-Campus Employment Application

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### WHO MAY APPLY?

1. 2.5 GPA or above
2. Currently enrolled in 12 or more units
3. Completed 12 units at Pasadena City College

### HOW TO APPLY:

1. Find a job on-campus and obtain a job offer in writing from the employer
2. Take job offer letter to Human Resources (C-204) and obtain work authorization documents (Request for Student Worker form and Work Authorization form)
3. Bring all the following documents to the ISC in room D-204:
  - Job offer letter from employer (sample of letter attached)
  - Documents from Human Resource Office
  - Verification letter in On Campus packet to be complete by student
  - Copy of I-20 (page 1 and 3 only)
  - Copy of passport
  - Records of all classes taken at PCC (unofficial transcript). If you are applying during the break, then also submit a copy of your registration for the upcoming semester.
4. We will return the following documents to you in 10 business days:
  - Human Resources documents
  - Job offer letter
  - Letter of support from the ISC for the Social Security Administration
  - A checklist of documents needed to apply for a Social Security number

**Important Note:** All paperwork requests require 10 business days to process.



## On-Campus Employment Social Security Verification Letter

**Student to complete:**

Student Name: \_\_\_\_\_  
Last Name First Name MI

Current Address \_\_\_\_\_  
Number & Street Apt # City & State Postal Code

Date of Birth: \_\_\_\_\_ Phone#: \_\_\_\_\_ Email: \_\_\_\_\_@go.pasadena.edu

PCC ID#: \_\_\_\_\_ SEVIS ID #: N00 \_\_\_\_\_

Semester to Graduate: \_\_\_\_\_ I-20 End Date: \_\_\_\_\_  
mm/dd/yyyy mm/dd/yyyy

**I will not drop below 12 units during the Fall and Spring semesters while employed. If I am authorized to be enrolled in less than 12 units, I understand that I will not be able to work on capus during the specific semester that I am not full time. I understand that if I do not intend to enroll in the upcoming Spring and Fall semester, I cannot work during the break. I understand that my work hours per week are limited to 20 hours during the Fall and Spring semester, and I can work full time during summer and winter holidays.**

**Please provide me with a verification letter so that I may apply for a Social Security number.**

***I state that the information provided on this form is true. I further understand that it is a violation of United States law to give false information to the college.***

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date: mm/dd/yyyy

## Example of Letter from Employer

**Note: Please use PCC Letterhead.**

To: International Student Center

From: \_\_\_\_\_  
*Department/Division*

Date: \_\_\_\_\_  
*(mm/dd/yyyy)*

\_\_\_\_\_, a student at Pasadena City College, is offered a position as a \_\_\_\_\_  
*Name of student* *Job title*  
in \_\_\_\_\_ for the \_\_\_\_\_ program at Pasadena City College starting the  
*Office name* *Name of area*  
\_\_\_\_\_ semester, employment will start on \_\_\_\_\_ and end on \_\_\_\_\_.  
*Fall or Spring* *Date* *Date*

\_\_\_\_\_ will be employed as a student worker with a work schedule not exceeding twenty hours  
a  
*Name of student*  
week during the school semester \_\_\_\_\_  
*List days and hours*

I \_\_\_\_\_ in the \_\_\_\_\_ will be his/her Supervisor.  
*Name of supervisor* *Name of department*

\_\_\_\_\_  
*Name of Supervisor*

\_\_\_\_\_  
*Signature of Supervisor*

\_\_\_\_\_  
*Date*

**\*The start date must be a future date of at least 4 weeks to allow for processing in the International Student Center, Human Resources and the Social Security Administration.**

**Important Note:** All paperwork requests require 10 business days to process.