



International Student Center

### LETTER REQUEST

FOR STUDENT TO COMPLETE	
Last Name:	First Name:
PCC ID#:	Date of Birth (month/day/year):
Cell Phone #:	PCC Email Address: <span style="float: right;">@go.pasadena.edu</span>

Please check only **ONE** reason:

**REQUESTING A LETTER FOR A SOCIAL SECURITY NUMBER (EMPLOYMENT).** Attach Hiring Department's Job Offer Letter

**Reminders for Employment:**

- You must be enrolled in a minimum of 12 units\*
- Work only part-time (maximum 20 hours per week) when school is in session (Fall and Spring semesters). Full-time work (40 hours per week) is allowed during Summer and Winter intersessions
- Visit [www.pasadena.edu/academics/international-students/students](http://www.pasadena.edu/academics/international-students/students) to view the steps on how to apply for a Social Security card after you receive your letter from ISC
- You can start work only after you obtain your Social Security card in the mail
- **FOR STUDENTS WORKING ON-CAMPUS:** After you receive your Social Security card, bring the following to Human Resources (C-204): **1) Original Social Security Card, 2) Original passport and F-1 visa, 3) Most Current PCC I-20, 4) Print-out of your I-94 <https://i94.cbp.dhs.gov>, 5) Department Offer Letter, and 6) ISC Letter.** Complete the necessary forms with Human Resources to finalize the hiring process

\*Exception: Students who are on authorized **Reduced Course Load for Final Semester of Study**

**ALL OTHER LETTER REQUESTS:** Explain and/or attach additional information on what is needed in your letter

<b>Student's Signature:</b>	<b>Date (month/day/year):</b>
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<b>For office use only:</b> Initials _____ Date _____ Units _____ SEVIS _____ Request Log _____ SARS _____ Email _____
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**ON-CAMPUS JOB OFFER LETTER TEMPLATE  
- FOR HIRING DEPARTMENTS ONLY -**

Date

This letter serves to confirm that student \_\_\_\_\_

will be employed by \_\_\_\_\_ [department or unit on

campus] in the position of \_\_\_\_\_ [job title].

The student is expected to begin on \_\_\_\_\_ and work \_\_\_\_\_ hours weekly.

Sincerely,

\_\_\_\_\_

Immediate Supervisor Signature

\_\_\_\_\_

Print Name and Title

\_\_\_\_\_

Phone Number