Yakima Valley Community College

International Student Program

1113 South 14th Avenue
Yakima, Washington 98902-5368
Phone (509) 574-4885 • Fax (509) 574-4747

# On Campus Employment Request

Name:_____
First Middle Last

YVCC ID #:_____Phone:_____E-mail:_____

Offered Position:_____Department Offering Position:_____
(example: Tutor) (example: Tutoring Center)

Supervisor Name:_____Potential Start Date:_____ Number of Hours/Week:____

*Student is responsible for acquiring the following two letters from the International Student Program office:*
***(1) Letter to Social Security Administration & (2) Evidence of on campus employment (if applicable).***

International students who are maintaining a full time course of study can work on campus part time (**up to 20 hours per week**, but **not to exceed 69 hours**/month) during the academic year and full time during the summer months and any periods when school is not in session. "On campus employment" assumes that employment of international students will not interfere with their studies and that they will maintain good academic standing during campus employment.

*Student Acknowledgement*
I will do the following:

- **Work no more than 69 hours a month**.
- Work no more than 20 hours per week while school is in session.
- Terminate my on campus employment upon completion of my studies at YVCC.
- Retain a valid passport at all times.
- Maintain a valid Form I-20 and renew it prior to its expiration date.
- Complete a full course of study every quarter except for my authorized vacations.
- Immediately terminate my employment upon violation of any requirement listed above.

With my signature below, I acknowledge having read the regulation and requirements above regarding the maintenance of my legal status and the continuation of my eligibility for on-campus employment.

**Student's Signature**_____**Print, Sign, & Submit**_____**Date** _____

| **FOR OFFICE USE:** | RECEIVED |
|---|---|
| Application received by:<br>☐ Student completed request and signed acknowledgement<br>☐ Passport expiration date: _____<br>☐ Form I-20 expiration date: _____<br>☐ Check for full course load hours<br>☐ Issued letter for Social Security Administration<br>☐ Issued evidence of on campus employment<br><br>Processed by:_____Date:_____ | |