On-Campus Employment Procedures
Authorization to Work On-Campus

Eligibility:
International students may be permitted to work on-campus. Many international students work in our bookstore, cafeteria, “The Drip” coffee cart, or become tutors. Others find additional short-term employment opportunities on-campus.

On-campus employment is a privilege granted to students who have completed at least one semester at Saddleback College, are in compliance with all college admission requirements, and are maintaining a 2.5 cumulative grade point average or better. Any single semester grade point average that is below 2.0 will result in the on-campus work authorization being revoked.

Eligible students may work 20 hours per week while classes are in session. On-campus employment is limited to 20 hours per week while classes are in session. Eligible students can work up to 40 hours a week on-campus during official school vacation periods and holidays if work is offered.

Process:

1. Students must first seek employment on campus.
   - Introduce yourself
   - Ask if employment is available
   - Volunteer if employment is not available. This allows you to be considered for future opportunities.
2. Obtain a written job offer from the department that offered you work (sample letter attached).
3. Schedule an appointment to meet with your advisor in the International Student Office.
4. Your advisor will prepare the proper documentation for you to visit the Social Security Administration Offices and provide you with instructions on how you can apply for a social security number. Your card will arrive in approximately two weeks.
5. Bring your social security card to the International Student Office so that copies are made for your student file.
6. The International Student Office will provide our district human resource department with documentation that includes a formal approval for you to start work.
7. Our district human resources department will ask you to attend a scheduled employment orientation.

Your on-campus employment authorization is only valid while you are maintaining your academic and lawful F-1 (student) visa immigration status. Although each authorization is valid for two semesters our office will review your academic history at the end of each term to ensure that you are compliant.
To Whom It May Concern:

This is evidence of on-campus employment for: ________________________________.

(Name – F-1 Student)

Nature of student’s job (e.g. library aide, bookstore clerk, research assistant, etc.):

Start Date: ______________ Number of Hours/Week: ____________

Employer contact information:

(Employer’s Name -Department)

(Employer’s Telephone Number)

(Student’s Immediate Supervisor)

Employer Signature (Original): ________________________________

Signatory’s Title: ________________________________

Date: ________________________________