

Preliminary Request for Permission to Seek On Campus Employment

International and Exchange Student Center, CSUN

ELIGIBILITY FOR APPOINTMENT:

To be appointed as a Student Assistant:

- All students must be enrolled full-time and be in good academic standing.
 - **Undergraduates** must be enrolled in at least **12 units** and have a minimum **grade point average** of 2.0.
 - **Graduate students** must be enrolled in at least **8 units** and have a minimum **grade point average** of 3.0.
- Students in their final semester must be enrolled in at least **6 units** for **undergraduates** and **4 units** in **graduate-level courses** for graduates.
- Students who have graduated and who are not admitted/enrolled for the following semester are **NOT** eligible for Student Assistant appointments.
- Students must have a **valid F-1 or J-1 visa status**.
- Students must have a valid **Social Security Number**.
- A signed **Clearance Form** and **I-9** form from the International and Exchange Student Center must be filed at CSUN Human Resources within 3 days of the employment start date.

NOTE: All information must be updated when renewing work permits.

Students, please complete the following:

Name: _____

Date: _____

CSUN ID No.: _____

I-94 No.: _____

Visa Status

I-20 Expiration Date

Passport Number

Passport Expiration Date

Expected Graduation Date

FOR OFFICE USE ONLY:

Academic Status: _____

Application Approved _____ Denied _____ Authorized to _____

Extended to _____

Comments: _____

Advisor

Date