California State University, Northridge
International and Exchange Student Center

Preliminary Request for Permission to Accept On Campus Employment

ELIGIBILITY FOR APPOINTMENT:
To be appointed as a Student Assistant:

- All international 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 immigration 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 (first time) to_____

Extend to _____ Extend to: _____ Extend to _____

Extend to _____ Extend to: _____ Extend to _____

Comments: _____

_____

_____ _____

Advisor Date