Guidelines: Working on Campus

Background
International students in good academic standing who are pursuing a full course of study may work on campus up to 20 hours per week, 40 hours during vacation.

*Federal Work Study* (FWS) is a program subsidized and regulated by the federal government. Students are awarded FWS as a part of their financial aid package. International students are not awarded FWS. International students are eligible for *Non Federal Work Study*.

Finding a job on campus
*In person:* Go to the Financial Aid Office in Woody Hall on the first floor. Check the Job Board there for current job postings that are for Non-Federal Work Study Students. Follow-up as directed.

*Online:* Go to the Financial Aid website [http://laverne.edu/financial-aid/](http://laverne.edu/financial-aid/) Click on the Student Employment link on the side bar. You will be directed to a page full of information about student employment, including questions and answers. Links on the side bar Student Employment Job Board will take you to current job postings for Non-Federal Work Study students. Follow up as directed on the postings.

Resume
You might consider attaching a brief resume to your applications. For help in preparing a resume, contact the Career Development and Placement Center—second floor of the Campus Center.

Steps to follow after you have accepted a job on campus:
1. Get a brief written job offer letter signed by your new supervisor. The job offer should state:
   a. Name, title, and contact info of your supervisor
   b. Job title and brief description of duties
   c. Maximum number of hours per week
   d. Beginning date for the job
   e. University of La Verne Tax Exempt ID#95-1644026.
2. Bring your supervisor’s letter to the International and Study Abroad Services office to request a second letter from ISAS.
3. Obtain a Social Security card if you do not already have one (See ISAS document “How to get a Social Security Number to Work On-campus at La Verne” for more information.).
4. Take the following to the Student Employment Office in Woody Hall
   a. Written job offer
   b. Letter from ISAS
   c. Passport
   d. Social Security Card

and be prepared to complete the International Student Employee Forms accessible online from the side bar at [http://laverne.edu/financial-aid/student-employment/](http://laverne.edu/financial-aid/student-employment/)

You may begin working after you have completed these steps. A department cannot pay a student until the paperwork is completed.

Remember: An international student may work on campus only if he/she is enrolled full time and is in legal status.