



INTERNATIONAL STUDENT PROGRAM
Employment On-Campus



OBTAIN AN EMPLOYMENT OFFER LETTER (FROM EMPLOYER)

Visit any WLAC department to ask if they are currently offering paid work opportunities. If offered employment, notify your supervisor that you may not begin work until approved by Social Security Administration AND request a letter (on college letterhead) with the following information:

- Your job title
- Your employment start date
- The number of hours you are, or will be working per week
- Description of your work responsibilities and duties
- Your supervisor's name and telephone number.



OBTAIN AN EMPLOYMENT SUPPORT LETTER (FROM INTERNATIONAL STUDENT PROGRAM)

Submit your employment letter to SSB410 to request an employment support letter. Allow 5 business days for processing.



APPLY FOR SOCIAL SECURITY NUMBER & EMPLOYMENT AUTHORIZATION

Visit the local Social Security Administration office and present the following documents:

- Application for a Social Security Card (available at <http://www.ssa.gov/online/ss-5.pdf>)
- Evidence of Age (use your passport)
- Evidence of Identity (use your F-1 Visa and Form I-20)
- Evidence of Legal Stay (use your I-94: Arrival/Departure Record)



APPLY FOR LACCD EMPLOYEE NUMBER (WITH SUPPORT FROM YOUR EMPLOYER)

Once you receive your Employment Authorization and Social Security Number, ask your supervisor to assist you in obtaining the required documents from the Personnel/Payroll Department.

You are eligible to work a maximum of 20 hours per week when school is in session (fall/spring semesters). You are eligible to work a maximum of 40 hours per week when school is not in session (winter/summer); though you are likely to be limited to less than 25 hours per week. You must continue to be a full-time student.



BEGIN EMPLOYMENT (VALID WHILE ACTIVE AT WEST LOS ANGELES COLLEGE)

Your Employment Authorization is valid throughout your time at West Los Angeles College. Your Employment Authorization ends if you fall out of status (i.e. I-20 termination) or your SEVIS record is no longer active at West Los Angeles College (i.e. I-20 is transferred or completed). Part-time employment does not impact your eligibility for Optional Practical Training.