



Pasadena City College  
International Student Office (ISO)

## On-Campus Employment

### WHO

Any student in good standing

- ✓ 2.5 GPA or above
- ✓ Currently enrolled in 12 or more units
- ✓ Completed 12 units at PCC

### 5 STEPS

1. Find a job on-campus and obtain a job offer in writing from the employer
2. Take job offer to Human Resources (C-204) and obtain work authorization documents (pink and white forms)
3. Bring all **three** documents to L-104
4. Fill out “On-Campus Employment Verification Letter” available at the counter and leave all documents at L-104
5. Pick-up packet in one week at:  
*Associate Dean’s Office (L-104)*  
Monday – Friday  
10:00 – 11:30 am & 1:30 – 3:00 pm.

Packet will include a letter of support for employment for you to bring to Social Security Administration office.

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**On-Campus Employment Social Security  
Verification Letter  
*For Counter Use***

Student Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_

Date: \_\_\_\_\_  
Month/Day/Year

Please provide me with a verification letter so I may apply for a Social Security card.

\_\_\_\_\_  
Signature