



**Los Angeles Valley College**

5800 Fulton Avenue

Valley Glen, California 91401-4096

**ON-CAMPUS EMPLOYMENT NOTIFICATION**

Use this form is to notify the International Student Program (ISP) that you have agreed to hire the student named below. This form should be completed & returned to the ISP for every employment period (fall, winter, spring and summer). Please be aware that international students are limited to working 20 hours per week during the regular semester. They may work up to 35 hours a week during the summer and winter sessions.

Student Information	
_____	
Last Name	First Name
_____ - _____ - _____	
Student ID	
_____ - _____ - _____	
Phone Number	

Supervisor Information
Name: _____
Title: _____
Phone: _____
E-Mail: _____

Work Location
Office: _____
Location: _____
Service Hours: _____

Duration & Hours of Employment
Start Date: _____
End Date: _____
Maximum Hours Worked per Week: _____

Supervisor Signature	
_____	
Print Last Name	Print First Name
_____	
Signature	