



Los Angeles Valley College

5800 Fulton Avenue
Valley Glen, California 91401-4096

EMPLOYMENT AUTHORIZATION REQUEST

Last Name

First Name

Student Identification Number

Email Address

First Semester at LAVC: [] Fall [] Spring Year

Street Address

Telephone Number

City State Zip Code

Cell phone Number

Degree Objective: [] AA/AS [] BA/BS [] Certificate

Expected Graduation Date:

Major:

Units Completed:

TYPE OF EMPLOYMENT REQUESTED AND DOCUMENTATION REQUIRED

On Campus Employment

- Proof of full-time registration
Proof of on-campus job offer (letter from the office that wants to hire you.)

Off Campus Employment (c) (3) (iii)

(Based on Economic Necessity)

- I-765 form
Original I-20 (With Employment Request)
2 Photos (see instructions)
Copy of I-94 (front and back)
\$ 380 check or money order payable to United States Citizenship and Immigration Services
Letters and documentation outlining reasons for request
Student Statement (explaining the situation that makes working necessary)

Optional Practical Training (OPT) (c) (3) (i)

Before Graduation After Graduation

Full-time Part-time

- I-765 form
Original I-20
2 Photos (see instructions)
Copy of I-94 (front and back)
\$380 check or money order payable to United States Citizenship and Immigration Services

1. Write name and I-94 number on the back of photos
2. Write date of birth and I-94 number on front of check
3. All immigration forms are available at: http://uscis.gov



EMPLOYMENT AUTHORIZATION REQUEST PROCEDURES

Employment Authorization Request:

Work in F-1 status is limited because F-1 students should be able to pay for educational and living expenses without having to work. However, students can work on-campus after successfully completing one semester at Los Angeles Valley College. Students may ask permission to work in their field of study as part of Optional Practical Training (OPT). Additional off-campus employment is permitted only in cases of severe economic hardship. In these cases, students are required to show that the hardship is unforeseen and dire.

Use this form to apply for:

Table with 3 columns: Type of Employment, Documentation Required, and Timeframe. Rows include On-Campus Employment, Off-Campus Employment (due to severe economic hardship), and Optional Practical Training.

Employment Authorization Request Procedure:

- 1. Complete the Employment Authorization Request.
2. Turn in completed form with additional documentation (see reverse side for documentation required) to the International Student Counselor.
3. Make an appointment with to see the International Student Counselor.
4. If you are approved to work, you will be notified at your counseling appointment.
5. If you do not have a Social Security Number, you will be given a letter and information on how to get a Social Security Number during your counseling appointment.