

## LETTER OF REQUEST FOR ON-CAMPUS EMPLOYMENT

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Date: \_\_\_\_\_

To: Denise M. Folga  
OFFICE FOR INTERNATIONAL STUDENTS & SCHOLARS

1. I am writing this letter to request permission for On-Campus Employment. I certify that I am an F-1 student maintaining full-time status at Loyola Marymount University.
2. I plan to work for \_\_\_\_\_ as a  
*Name of Department /Employer*  
\_\_\_\_\_ under the supervision of \_\_\_\_\_  
*Position* *Name of Supervisor*
3. I plan to work from \_\_\_\_\_ to \_\_\_\_\_.  
*Start Date* *End Date (if applicable)*
4. I certify that I will continue to maintain at least the minimum amount of units required of a student under F-1 status during the time of this permission.
5. I certify that I will not work beyond twenty hours per week while school is in session.
6. I understand that my remuneration cannot come from federal or state funds (i.e., Workstudy).

\_\_\_\_\_  
*Signature of Student*

\_\_\_\_\_  
*Name of student (please print)*

### EMPLOYER CERTIFICATION

I, \_\_\_\_\_ confirm the validity of the above information (#2 & 3).

Signature \_\_\_\_\_

Date \_\_\_\_\_