**Employment on Campus:** F-1 students may work a maximum of 20 hours per week during the fall and spring semesters. Follow the steps below to obtain permission to work on-campus.

Note: F-1 Visa students may not begin employment until they have approval from the International Student Program advisor AND have received an Employment Authorization from the Social Security Administration.

**Step 1:** Obtain an employment offer letter from the prospective employer on campus stating the nature of the job, the location, number of work hours per week, employment start date, Employer Identification Number, supervisor’s name and telephone number.

*Note: West Los Angeles College must be the employer of record. Vendors or companies contracted by the college are approved employment sources.*

**Step 2:** Schedule an appointment with the International Student Program (viramoawlac.edu). At the meeting, you will be advised about the following:
- Maintain full-time status
- Maximum work hours per week
- Direct student service nature of job
- Approved, on-campus work locations

*The International Student Program will update your Form I-20 and create a Social Security support letter. Allow up to two (2) business days for these documents.*

**Step 3:** Visit the local Social Security Administration office and present the following documents:
- Evidence of Age (use your passport)
- Evidence of Identity (use your F-1 Visa and Form I-20)

*If approved, you will generally receive your Social Security Card via postal mail within two weeks. You must begin work within 30 days of receiving the Social Security Card.*