

# On-Campus Work Authorization

CSN

1/22/2008

Created by Tammy Silver, Senior  
International Student Advisor,  
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## On campus work authorization

### To be eligible:

- Must be registered at CSN as a full time student in good status taking a minimum of 12 credits for the current or next semester
- Must have a minimum GPA of 2.0
- Work must be on-campus, serving students
- Must obtain an "on-campus work authorization" form from the International Student Services office (**forms must be renewed EVERY semester**)

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## Time Allowed to Work

- Up to 20 hours per week while school is in session or
- Up to 40 hours per week during holidays and breaks

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## How to Obtain the "On-Campus Work Authorization" form

- By Document Request Form
- By appointment

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## By Document Request Form

- Complete the document request form
- If you are eligible, you can pick up your authorization after 7 working days
- If you are not eligible, you will receive a phone call from our office

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## By appointment

- Make an appointment with an international student advisor
- Request an "on-campus work authorization" form
- If you are eligible, your authorization will be prepared immediately
- If you are not eligible, you will be able to discuss this with your advisor

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**ON-CAMPUS WORK  
AUTHORIZATION FORMS ARE  
VALID FOR ONE SEMESTER ONLY  
AND MUST BE RENEWED BY THE  
STUDENT EVERY SEMESTER**

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