

*Students must have a minimum of a 2.0 GPA and good attendance before a work permit can be granted.*

- 1. Download and print the Request for Permit application.*
- 2. After you have been hired return the completed application with a COPY of your birth certificate to the Career Center.*
- 3. Pick up your completed work permit at the Career Center and return it to your employer.*

*There will be a 24 - hour turn around period for the work permit to be processed and signed. Incomplete applications will not be processed unless you bring all the necessary documents.*