

**BYUH ON-CAMPUS CLEARANCE FORM**  
**(TRANSFERRING OR ADDING AN ADDITIONAL JOB)**

**Instructions:** Student should fill out the top 7 boxes completely, then request each department fill and sign in the designated place, following the order below. Once completed, email the form to [student\\_employment@byuh.edu](mailto:student_employment@byuh.edu) or bring it to the student window for final approval.

Full Name:	Student ID Number:
Current Position Title:	Current Position Department:
New Position Title:	New Position Department:
Reason for Seeking New Position: <input type="radio"/> <b>New Position</b> <input type="radio"/> <b>Secondary Position</b> for: <input type="radio"/> To make 19 hours/week (Numbers of hours seeking to work: _____) <input type="radio"/> Semester Break (Numbers of hours seeking to work: _____) <input type="radio"/> Approved Semester Leave (Numbers of hours seeking to work: _____)	
<b>Current Department Supervisor Section</b>  Termination Date: _____ *Please do not fill the termination date if you are adding a secondary position. Signature of Current Department Supervisor: _____ Printed Name of Supervisor: _____ Date: _____	
<b>New Position Department Supervisor Section</b>  Start Date: _____ *Please note that termination and start date cannot be on the same day Signature of New Position Department Supervisor: _____ Printed Name of Supervisor: _____ Date: _____	
<b>ISS International Student Section</b> <internationalstudent@byuh.edu>  Signature of International Student Services: _____ Printed Name of ISS Rep: _____ Date: _____	
<b>I-WORK International Student Section</b> <iwork@byuh.edu>  Signature of the I-WORK or Financial Aid Services: _____ Printed Name of I-WORK /FS: _____ Date: _____	
<b>Final Approval (Student Employment)</b> <student_employment@byuh.edu>  Signature of BYUH Student Employment: _____ Printed Name of SE: _____ Date: _____	