

PCC TO BYUH CLEARANCE FORM (TRANSFERRING FROM PCC TO BYUH DEPARTMENT)

Instructions: Student should fill out the top 6 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 or bring it to the student window for final approval.

Full Name: _____	Student ID Number: _____
PCC Current Position Title: _____	PCC Current Position Department: _____
BYUH New Position Title: _____	BYUH New Position Department: _____
PCC Current Department Supervisor Section	
Termination Date: _____	
* Termination date must end no later than Saturday prior to the new job start date.	
Signature of Current Department Supervisor: _____	
Printed Name of Supervisor: _____ Date: _____	
BYUH New Position Department Supervisor Section	
Start Date: _____	
* Start date must be on a Monday after the termination date of the previous job.	
Signature of New Position Department Supervisor: _____	
Printed Name of Supervisor: _____ Date: _____	
ISS International Student Section <internationalstudent@byuh.edu>	
Signature of the International Student Services: _____	
Printed Name of International Students Rep: _____ Date: _____	
I-WORK International Student Section <iwork@byuh.edu>	
Signature of the I-WORK or Financial Aid Services: _____	
Printed Name of I-Work/FS Rep: _____ Date: _____	
PCC Human Resources Section <hr-employment@polynesia.com>	
Signature of the PCC HR: _____	
Printed Name of PCC HR Rep: _____ Date: _____	
Final Approval (Student Employment) <student_employment@byuh.edu>	
Signature of the BYUH Student Employment: _____	
Printed Name of BYUH SE: _____ Date: _____	