

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