



# I-WORK Employment Transfer Form

## For I-WORK Students requesting to transfer employment from PCC to BYUH

In general, an I-WORK student must meet the following criteria in order to be considered for a transfer to a campus job:

- Have 12 months or less before their graduation date
- Campus job must be related to the student’s major and similar job not available at PCC.

Student meets the above requirements to transfer employment:  Yes  No

**Note to I-WORK Student:** The I-WORK Committee will make a decision on whether or not you are eligible for transfer to an on-campus position at this time. Students will receive an email notification with a letter of approval or denial attached within 5-7 business days of appeal submission Date.

### Student Information

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Name: \_\_\_\_\_ BYUH ID#: \_\_\_\_\_

Major: \_\_\_\_\_ Year in School: \_\_\_\_\_

Graduation: \_\_\_\_\_ Expected BYUH Position & Dept: \_\_\_\_\_  
Month Year

Reason for transfer (if you need additional space, please use the back of this form):

\_\_\_\_\_  
\_\_\_\_\_

### PCC Supervisor (Please sign below if you support student’s request to transfer employment)

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Student’s Position: \_\_\_\_\_ Expexted Date of Separation: \_\_\_\_\_

Supervisor’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PCC Human Resouces

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Student’s PCC Hire Date: \_\_\_\_\_

PCC HR Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### BYUH Financial Aid (I-WORK)

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***This form must have all signatures above with the following documents before meeting with Financial Aid Counselor.***

Met with Financial Aid Counselor:  Yes  No

Financial Aid Counselor: \_\_\_\_\_ Date met with Student: \_\_\_\_\_

Required documents to submit to Committee:

- Appeal Letter  BYUH Dept. Letter of Hire  Approved MAP  Signed I-WORK Employment Transfer Form

*By signing below, I understand the above requirements and I-WORK Exception Committee procedures. I also confirm that I meet the above criteria to be eligible to transfer my employment from the Polynesian Cultural Center to BYU-Hawaii campus.*

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**