

Student Housing Office  
310.338.2963

**Summer Housing Eligibility for On Campus Student Employees**

One of the three eligibility requirements to live in summer housing on campus is working at LMU for a minimum of 20 hours a week during the summer. This form may be used to verify a student's employment for working on campus. Please complete and submit this to the Student Housing Office located on the first floor of Leavey 6 before your summer move in date.

**Student Information**

Name: \_\_\_\_\_ ID number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

I certify that I am working a minimum of 20 hours a week on campus. I understand that I must contact the Student Housing Office within 24 hours of any changes in my employment status.

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

\_\_\_\_\_  
Date

**Supervisor Information**

Student's Job Title: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Department: \_\_\_\_\_

Supervisor's Contact Number: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Dates of Employment: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

I certify that this student is employed by my office and is working a minimum of 20 hours a week.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

<b>For Office Use Only:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
_____ Staff Signature	_____ Date