

TUTOR APPLICATION REQUIREMENTS

✓ Needed Items to become a Guided Studies Center (GSC) Tutor

1. **Student Transcript** (*may be downloaded via WebAdvisor*)
 - A. Overall GPA 2.67+
 - B. Minimum of 12 college-level semester hours completed
2. **Instructor Recommendations**
 - A. Instructor email from an educational address
 - B. Grade of "A" in subject to be tutored
3. Two forms of acceptable identification, as defined by the **Department of Homeland Security**: <http://www.uscis.gov/files/form/i-9.pdf>
4. **RCC Employment Application Forms** to be processed in the Guided Studies Center.
5. **Employment Screening** (ESI form) background check to be filled out in the GSC.

✓ *Items must be submitted in numbered order as outlined above.*