

S E C T I O N

04

BE YOUR OWN
BOSS:
ENTREPRENEURSHIP
&
STARTING AN LLC





WHAT IS ENTREPRENEURSHIP?

Entrepreneurships

Entrepreneurship is the process of creating, developing, and running your own business. It's about identifying a need or opportunity, building a solution, and taking the initiative to bring that idea to life. Entrepreneurs can start anything from a small online shop to a full-scale company—and everything in between.

Being an entrepreneur means:

- Taking ownership of your ideas
- Creating your own income opportunities
- Building something that reflects your values, skills, and passions
- Navigating risk and reward on your own terms

Resources for Undocumented Entrepreneurs

Here are some organizations and tools that can help you get started:

- **TheDream.US – Entrepreneurship Resources**: Guides on starting a business, freelancing, and using ITINs.
- **Immigrants Rising**: Offers entrepreneurship training, grants, and a full resource library.
- **Nolo Legal Guide**: Legal insights on forming a business without legal status.
- **California GO-Biz**: State-level support for immigrant entrepreneurs, including grants and training.

The resources listed here are examples for your convenience. We do not endorse any specific organization, and we cannot guarantee data security or privacy practices. Please review each site's policies and consult qualified professionals as needed.

LIMITED LIABILITY COMPANY



What Is an LLC?

An LLC, or Limited Liability Company, is a type of business structure that helps keep your personal assets separate from your business. This means that, in many situations, personal items like your car, savings, or home are less likely to be used to cover business debts or certain legal claims.

A clearer way to think about it

An LLC creates a separation between you and your business. In many cases, if the business is sued or owes money, only the business assets are at risk. Personal assets may be protected, depending on the situation and the law.

LLCs are popular because they:

- Are easy to set up and manage
- Offer flexibility in how you run and tax your business
- Allow you to be your own boss
- Can be owned by one person or multiple people

This information is for general educational purposes only and is not legal, tax, financial, or immigration advice. Rules and requirements vary by state and by individual circumstances, and they can change. Consider speaking with a qualified tax professional or attorney before making decisions about business formation, taxes, or compliance.

Why This Matters

You do not need to be a United States citizen or permanent resident to form an LLC. Some individuals are able to legally start an LLC using an ITIN (Individual Taxpayer Identification Number) and an EIN (Employer Identification Number), depending on state rules and federal requirements. This means that entrepreneurship can be an option for undocumented students who want to explore ways to generate income while following applicable laws and guidelines.

What You Need to Know

- People who are not United States citizens or permanent residents may be able to form a LLC, subject to state rules and federal requirements.
- In many cases, an ITIN (Individual Taxpayer Identification Number) can be used to apply for an EIN (Employer Identification Number) from the IRS. Requirements can vary, and some banks have their own policies for opening business accounts.
- Forming or owning an LLC is separate from authorization to work as an employee. Employment authorization is governed by different rules.
- If you plan to hire workers, employers must follow federal hiring rules, including verifying employee work authorization (for example, Form I-9). Consider speaking with a qualified attorney if you expect to hire.

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What You Can Do

- Own and operate a business legally
- Use an ITIN to file taxes and apply for an EIN
- Open a business bank account (some banks accept ITINs or foreign passports)
- Hire employees with work authorization
- Work with independent contractors



What You Should Be Careful About

- Forming or owning an LLC is not the same as having authorization to work as an employee. Employment authorization follows different federal rules.
- Licensing requirements differ by city, state, and industry. Some licenses may require a Social Security Number or specific documents.
- Employers must follow federal hiring rules that include verifying employee work authorization.
- Keep accurate financial records and file any required tax forms using an ITIN when applicable.

8 STEPS

HOW TO FORM AN LLC

01

Step 1: Apply for an ITIN (If You Don't Have One)

- Apply using IRS Form W-7, either by mail or through an IRS-authorized Agent
- Apply using IRS Form W-7, either by mail or through an IRS-authorized Certifying Acceptance Agent.

02

Step 2: Choose a Name for Your Business

- Your LLC name must be unique in your state and include “LLC” or “Limited Liability Company.”
- Check name availability on your state’s Secretary of State website.
- For California: Business Name Search

03

Step 3: Designate a Registered Agent

- A registered agent is someone who receives legal and tax documents on behalf of your business.
- You can be your own agent if you have a U.S. address, or you can hire a registered agent service (fees vary).

04

Step 4: File Articles of Organization

- This is the official form to create your LLC.
- In California, file Form LLC-1 with the Secretary of State.
- Filing fee: \$70 (subject to change).
- California LLC Filing Info

Disclaimer: This section summarizes information that is publicly available on the IRS website, including general steps the IRS provides for applying for an ITIN. It is for educational purposes only and is not legal, tax, financial, or immigration advice. Always refer to the most current guidance on [irs.gov](https://www.irs.gov) and consult a qualified professional if you have questions about your specific situation.

8 STEPS

HOW TO FORM AN LLC

05

Step 5: Apply for an EIN (Employer Identification Number)

- An EIN is like a Social Security Number for your business. It's required to open a business bank account and file taxes.
- You can apply using your ITIN by submitting IRS Form SS-4 by mail or fax.
- [Step-by-Step EIN Application with ITIN](#)

06

Step 6: Create an Operating Agreement (Optional but Recommended)

- This document outlines how your LLC will be managed.
- It's especially useful if you have business partners or want to clarify roles and responsibilities.

07

Step 7: Apply for Business Licenses and Permits

- Depending on your business type and location, you may need local or state licenses.
- Check with your city or county government for specific requirements.
- For California: CalGold Business Permits

08

Step 8: Open a Business Bank Account

- Use your EIN and LLC documents to open a separate account for your business.
- Some banks accept ITINs or foreign passports—call ahead to confirm their requirements.

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Source: Internal Revenue Service

Exploring Minors at CPP

What Is a Minor?

A minor is a secondary area of study that complements your major. It usually requires fewer courses than a major and allows you to explore another field you're interested in. Minors can help you:

- Build additional skills
- Expand your career options
- Strengthen your resume
- Explore passions outside your major

Minors are especially helpful if you want to combine your major with practical, career-ready knowledge—like business, entrepreneurship, or leadership

Minors to Explore

Adding a minor can help you specialize, explore a passion, or boost your career options. Here are a few minors that may be especially useful or interesting for students thinking about careers in business, fashion, or management:

Fashion Merchandising

Minor Coordinator: Jiangning Che
jche@cpp.edu

Business Minor

Minor Coordinator: Pam Adams
pcadams@cpp.edu

Marketing Management

Minor Coordinator: Jun Myers
jrmyers@cpp.edu

Contract Management

Minor Coordinator: John Wyatt
jbwyatt@cpp.edu





ENTREPRENEURSHIP MINOR: 18 UNITS

This minor provides students with an introductory background needed to start and operate a small business.

Minor Coordinator: Preeti Wadhwa (pwadhwa@cpp.edu)

Offered by: College of Business Administration, Department of Management and Human Resources

Minor Required: 12 units

- MHR 3410 - Introduction to Entrepreneurship (3)
- MHR 3420 - Creativity and Entrepreneurship (3)
- MHR 4450 - Funding New Ventures (3)
- MHR 4460 - Entrepreneurial Planning (3)

Minor Electives: 6 units

Select 6 units from the following:

One elective must be one of the following two classes:

- MHR 4430 - Technology Entrepreneurship (3)
- MHR 4440 - Social Entrepreneurship (3)

Other elective must be a choice of one of the following classes:

- MHR 3030 - Management of Not-for-Profit Organizations (3)
- MHR 4020 - Leadership: Theory and Practice (3)
- MHR 4030 - Leading Organizational Transformations (3)
- MHR 4250 - Employment Law (3)
- MHR 4430 - Technology Entrepreneurship (3)
- MHR 4440 - Social Entrepreneurship (3)



MHR MINORS AT CAL POLY POMONA

The Management and Human Resources (MHR) Department offers several minors designed to help students build marketable skills that complement any major. These minors can be especially helpful for students in fields such as engineering, science, or liberal arts who want to strengthen their leadership, business, or organizational skills.

If you are interested in any MHR minor, please meet with the MHR minors coordinator to formally enroll before taking courses for the minor.

Management and Leadership Minor – 18 Units

Provides students with a broad foundation in management and leadership skills that can be applied in any industry.

Human Resources Minor – 21 Units

Gives students an introduction to the human resources field, including managing people, teams, and workplace practices.

Entrepreneurship Minor – 18 Units

Offers students an introductory background in developing, planning, and launching small business or entrepreneurial ventures.

Management of Not-For-Profit Organizations Minor – 18 Units

Introduces students to the unique skills needed to work in or lead nonprofit and mission-focused organizations.

MHR Minors Coordinator

Dr. Preeti Wadhwa

Email: pwadhwa@cpp.edu

CPP Minor Coordinators Directory:

<https://www.cpp.edu/studentsuccess/directories/declaring-a-minor.shtml>

RESOURCE SPOTLIGHT: IMMIGRANTS RISING

Immigrants Rising is a national organization that provides free, high-quality resources to help undocumented individuals pursue their educational and career goals—including starting and growing a business. Whether you're just beginning to explore entrepreneurship or ready to launch your own LLC, Immigrants Rising offers tools, guides, and support to help you succeed.

Immigrant Rising: How they help

1. Entrepreneurship & Freelancing Hub

- Step-by-step guides on how to start a business or work as an independent contractor
- Business planning tools like the Business Model Canvas and Design Thinking Worksheets
- [Explore the hub](#)

2. Entrepreneurship Fund

- Offers grants to undocumented entrepreneurs working on projects that create positive social change
- [Learn more about the fund](#)

3. ITINs, EINs, and Taxes Guide

- A detailed PDF guide explaining how to:
 - Apply for an ITIN
 - Use your ITIN to get an EIN
 - File taxes as a business owner or independent contractor
- Includes sample forms, tax tips, and a checklist
- [Download the full guide](#)

4. Workshops and Webinars



www.immigrantrising.org



info@immigrantrising.org



[@immigrantrising](https://www.instagram.com/immigrantrising)

**IMMIGRANTS
RISING**
TRANSFORMING LIVES THROUGH EDUCATION

Cal Poly Resources for your Entrepreneur Journey



Center for Consultative Selling

Center located in the CBA Building. A key focus of the center would be to help students secure jobs that are interested in a B2B sales career.

jjoakley@cpp.edu



Community Innovation Hub (The Hub)

The Community Innovation Hub is dedicated to invigorating Pomona's workforce through comprehensive Workforce Development initiatives.

thehub@cpp.edu



Collegiate Entrepreneurs' Organization

CEO is the premier entrepreneurship network with branches on university campuses across North America and beyond. Club at CPP, Meets Tuesday

[@cppceo](http://Sites.cpp.edu/ceo)

Clubs you should know



Latino Business Students Association

cpp.lbsapresident@gmail.com
[@lbsapomona](https://www.instagram.com/lbsapomona)



Queers in Business Club

QIBCPP@gmail.com
[@qib_cpp](https://www.instagram.com/qib_cpp)

You're an Entrepreneur in the Making

We hope this section helped you explore the exciting world of entrepreneurship and reminded you that building something of your own is not only possible but powerful.

You have learned about:

- The concept of entrepreneurship and what it means to be your own boss
- How to set up an LLC and what to consider before starting
- The benefits of exploring a minor in entrepreneurship
- Resources available at Cal Poly Pomona to support your journey

Whether you are dreaming of launching a business, freelancing, or simply exploring new ways to earn income, remember that you have what it takes. Your ideas matter, your voice matters, and your future is yours to shape. Entrepreneurship is not just about business. It is about ownership, creativity, and courage. And you have already taken the first steps.

In the next chapter, we will dive into resources, from financial support to mentorship opportunities, that can help you continue building your path with confidence and clarity.

