



## F-1 ECONOMIC HARDSHIP EMPLOYMENT

If a student experiences economic hardship due to circumstances beyond his/her controls/he may be able to apply for off-campus employment authorization from USCIS. Examples of circumstances that warrant economic hardship would include: sudden, substantial fluctuations in the value of currency or the exchange rate in your home country, loss of financial aid or on-campus employment through no fault of the student, inordinate increases in tuition and/or living costs, unexpected changes affecting the financial situation of a student's sponsor etc.

\*Students considering applying for economic hardship are STRONGLY encouraged to meet with an ISO Advisor before beginning the process.

\*Processing time to receive an approval from USCIS can take up to 90 days or more

### ELIGIBILITY

- Maintained continuous valid F-1 status for 1 full academic year (2 semesters)
- Currently in good academic standing and taking a full course load
- Employment will not interfere with studies and normal progress toward degree completion
- You can prove that the employment is necessary due to circumstances beyond your control that arose after obtaining F-1 status
- Cannot find on-campus work OR it is insufficient to meet financial need

### HOW DO I APPLY?

To apply you must submit the following documents to the ISO:

- **A letter from you** describing the changes to your financial situation and include back-up documentation This may include newspaper articles, a letter from your financial sponsor etc. If you currently have any other employment, explain why this is insufficient and what sources of funding you do have available.
- Completed **I-765 form**; use code (C)(3)(iii) in item 16. Do not date the bottom of the form until you are ready to submit the application to USCIS
- **Copies** of your current and previous I-20s
- Legible photocopy of the **biographic (identification) page, expiration date page and U.S. visa page from your passport**
- Legible photocopy of your most recent **I-94** [www.cbp.gov/I94](http://www.cbp.gov/I94)

Once you submit this document to ISO, your ISO Advisor will review them and create a new I-20 with a recommendation on page 3. You will receive an e-mail when your new I-20 is ready for pick-up.

Make sure to sign and date page 1 of your new I-20 immediately.

### THINGS TO REMEMBER

- Employment is limited to 20 hours per week during the academic year, full-time during authorized breaks and vacations
- Authorization ends if you transfer to a new school or begin a new degree program
- An appointment with your ISO Advisor is STRONGLY recommended to discuss your individual application

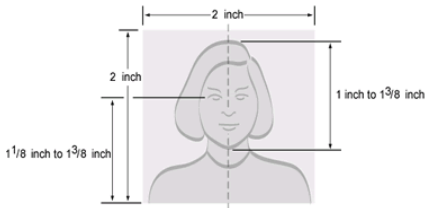
## HOW TO SUBMIT YOUR APPLICATION TO USCIS

After you receive your new I-20 from ISO you will need to send the following documentation to USCIS:

- A **copy** of the new I-20 with the employment recommendation
- Your letter of explanation along with any supporting documentation illustrating the financial need
- Copies of all previous I-20s
- Copy of your I-94 card (paper-based or electronic from [www.cbp.gov/I94](http://www.cbp.gov/I94))
- Copy of the biographical and F-1 visa pages from your passport
- Completed, signed and dated form I-765
- 2 passport style photos
- Check or money order (check I-765 form instructions on USCIS website for specific amount)

Make copies of all your documentation for your records.

### Photo Requirements



Make sure you meet the specifications of U.S. style passport photos. Most places that take passport photos are already familiar with the specifications, but please visit the following website to make sure your photos are well composed: [http://travel.state.gov/passport/get/get\\_874.html](http://travel.state.gov/passport/get/get_874.html)

Send your application by one of the following methods, so that you will be notified when the USCIS receives your documents:

- **FedEx.** You can log onto [www.fedex.com](http://www.fedex.com) to track your package and document delivery.
- **Certified mail, return receipt.** You will receive a signature card by mail when the documents arrive at the USCIS.
- **Priority mail, delivery confirmation.** You can log onto the Postal Service web site and document that the application arrived at the USCIS, then print out the delivery confirmation page as proof.

## NEXT STEPS

Within 2-3 weeks of when you mail your application to USCIS you should receive a receipt notice with a case number that you can use to check the status of your application online.

After USCIS reviews your application, they will issue an Employment Authorization Document (EAD) card. You may not begin working until you receive the EAD card. Authorization is typically granted in one year increments and cannot exceed your program completion date. You will need to submit another application to USCIS to be able to continue working past the end date on your EAD card.

Remember to submit a copy of your EAD card to ISO.

\*Please contact your ISO Advisor for any questions or additional information.