



International Student Services

Economic Hardship- Employment Authorization Application Process

Severe Economic Hardship is new, unexpected circumstances beyond the student's control creating severe economic hardship. These may include:

- Substantial decrease in the relative value of currency the student depends upon to pay expenses
- Unexpected changes in the financial conditions for a student's sources of financial support
- Unexpectedly large medical bills not covered by insurance
- Other substantial, unexpected expenses

The employment authorization is granted by USCIS in increments of one year at a time. The authorization allows the student to work for any employer up to 20 hours per week while they are registered full-time. The student may work more than 20 hours per week during semester breaks. Economic Hardship employment authorization is automatically terminated when a student graduates, falls out of status, or transfers to a new school. This employment will not affect OPT.

Eligibility Requirements:

- An F-1 student must have remained enrolled for at least one academic year, in status and in good academic standing.
- The student must be unable to get on-campus employment, or the pay from available on-campus employment must be insufficient to meet financial needs.
- The student must be able to show that working will not negatively impact their ability to attend school full-time and maintain satisfactory academic standing.
- The student must show evidence that severe economic hardship is due to unforeseen circumstances beyond their control.

Process for Applying for Economic Hardship Employment Authorization:

- Meet with an International Student Advisor before applying for Economic Hardship to discuss questions and eligibility.
- Complete all required student documents.
- Make a one hour appointment with International Student Advisor and bring all completed student documents to the appointment. At this appointment, the International Student Advisor (DSO) will review all documents and issue an I-20 certified for eligibility for off-campus employment due to severe economic hardship and DSO letter of support.
- Student mails all documents to USCIS.
- Student waits for response from USCIS and EAD card before starting work.

Approval for off-campus employment is good for one year. If the student needs to continue working off-campus, the student must re-apply for authorization.

See page 2 for required documents.

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Required Economic Hardship Employment Authorization Application Documents

Student Completes:

- Form I-765 (Application for Employment Authorization). <https://www.uscis.gov/i-765>
 - Review the instructions here: www.uscis.gov/sites/default/files/document/forms/i-765instr.pdf
 - Question 27: enter (c)(3)(iii) for Severe Economic Hardship
 - Question 7.a. (Signature): Sign in ink and fit your signature inside the box. If your signature goes outside of the box, your application may be rejected. No electronic or typed signatures are allowed.
 - Include all pages of the form, even if left blank.
 - If a question does not apply to you (for example, if you have never been married and the question asks, "Provide the name of your current spouse"), type or print "N/A" unless otherwise directed; optional fields may be left blank.
- Form I-765 filing fee in a check or money order payable to U.S. Department of Homeland Security
 - Visit <https://www.uscis.gov/i-765> for current fees (Note, most recently the fee was \$410)
- Completed Form G-1145 <https://www.uscis.gov/g-1145>
 - Not required, but can be submitted to get text/email notification when USCIS accepts application
- Two passport photos (taken within the past 6 months)
- Copy of passport photo page
- Copy of F-1 visa document or Change of Status Approval Notice
- Copy of I-94
- Copies of all past Employment Authorization Documents (if applicable)
- Copy of Social Security Card (if applicable)
- Copy of transcript (evidence you have been in valid F-1 status for one full academic year, in good standing)
- If student has a sponsor, letter from sponsor explaining why promised funds are no longer available (letter must be in English or be accompanied by an English translation)
- Letter from the Student
 - describing the unforeseen hardship situation and why on-campus employment opportunities are unavailable or insufficient.
 - ✓ You may wish to give specific examples of jobs you have applied for on-campus or describe the difference between the hours you work on-campus vs what you expect to work off-campus, or how much you are paid on-campus vs how much you expect to be paid off-campus.
 - with evidence that accepting employment will not interfere with enrollment in a full course of study.
 - ✓ You may wish to provide examples from your past of how you have been successful in classes while managing other responsibilities or employment.
 - with evidence that the employment is necessary to avoid severe economic hardship.
 - ✓ You may wish to include calculations of how much money you have available and how much money you are short each month. Show how income from an off-campus job will cover that shortage.
 - with other supporting documentation (if applicable).
 - ✓ Examples include, but are not limited to: Pay stubs from on-campus work, copies of lease agreements, medical bills, letters from host family, letters from doctors, etc.

Century College International Student Advisor (DSO) Completes:

- Updated Form I-20 certified for eligibility for off-campus employment due to severe economic hardship with DSO signature
- DSO Letter of Support

Please verify the filing address at: <https://www.uscis.gov/i-765-addresses> prior to submission.

Application materials should be received by USCIS within 30 days of DSO certifying eligibility for off-campus employment in SEVIS