



Economic Hardship Employment Application

F-1 students are eligible for off-campus employment if unforeseen circumstances beyond the student's control occur. An unforeseen circumstance is defined as any situation that seriously alters a student's financial condition. According to the U.S. Citizenship & Immigration Service, the following scenarios are examples of possible unforeseen circumstances that may qualify for employment based upon economic hardship:

- ❖ Loss of financial assistance or on-campus employment without fault of the student
- ❖ Substantial fluctuations in the value of currency or exchange rate
- ❖ Inordinate increases in tuition and/or living expenses (moderate increases do not count)
- ❖ Unexpected changes in the financial condition of the student's source of support
- ❖ Any unexpected expenses such as medical bills not covered by insurance

QUALIFICATIONS

- ✓ Must be in F-1 status for one academic year (two semesters)
- ✓ Must be in good immigration and academic standing
- ✓ Able to provide adequate proof of financial need

APPLICATION PROCEDURE

- Form I-765 (go to www.uscis.gov to download this look under Forms)
- Copy of Form I-20
- I-94 (copy of front and back)
- If mailing your application, a check or money order for \$510 made payable to "DHS or Department of Homeland Security" or if paying by credit card on E-file the cost will be \$470. (Rates set as of (effective April 1, 2024))
- 2 photographs (Passport style – white background) – If e-filing, make sure these are saved as digital copies on a USB.
- Copies of important passport pages
- Letter(s) attesting problem.
- Current bank statement
- Other documents of proof, as recommended.

Once you have gathered all the above listed materials, please make an appointment with the International Coordinator

NOTE: You may not begin employment until your Employment Authorization Document (EAD) has been issued by the U.S. Citizenship & Immigration Service and is received. The approval is given for one year at a time and can be renewed provided that the student remains in good academic and immigration standing and also can prove continued need.