

EMPLOYMENT AUTHORIZATION BASED ON ECONOMIC HARDSHIP

Background Information

If no jobs are available on campus, it may be possible for you to apply for employment authorization based on economic hardship. This application is made to U.S. Citizenship and Immigration Services (USCIS).

To qualify you must be in valid F-1 status for at least one academic year and in good academic standing. In general, undergraduate students must have a minimum 2.00 overall grade point average. Graduate students must have a minimum 3.00 overall grade point average.

Conditions creating economic hardship may include loss of financial aid or on-campus employment through no fault of your own, unexpected changes in the financial condition of your sponsor, substantial fluctuations in the value of your home currency or exchange rate, inordinate increases in tuition and fees, and unforeseen medical bills or other substantial and unexpected expenses. You must be able to document any of the above circumstances. Please note this type of employment authorization is meant to bridge a gap in funding, not to replace a total loss of funding.

If you are granted off-campus employment authorization you may work up to 20 hours per week when school is in session and full-time during holidays and school (summer) vacations. You may not concurrently participate in Curricular Practical Training (CPT) or on-campus employment (including assistantships). Employment authorization terminates at graduation, transfer to another school, or change of academic level.

Application Procedures

- 1) Submit the following documents to the Office of International Students & Scholars (OISS):
 - i) Completed and signed form I-765 (available on-line at www.uscis.gov) Optional: Completed form G-1145 if you would like electronic notification of the receipt of your application
 - ii) Letter addressed to USCIS explaining the need for work permission based upon economic necessity
 - iii) Documentation justifying the need for work permission based upon economic necessity
 - iv) A list of your assets, income and expenses
- 2) An OISS staff member will:
 - i) Verify your eligibility to apply for economic necessity employment
 - ii) Return to you forms I-20, I-765, G-1145, your letter and supporting documentation
- 3) You must then send your application to:

For US Postal Service deliveries:

**U.S. Citizenship and Immigration Services
PO Box 660867
Dallas, TX 75266**

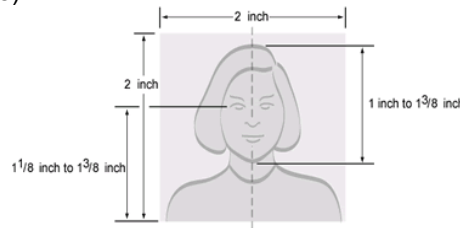
For Express mail/courier deliveries:

**U.S. Citizenship and Immigration Services
Attn: AOS
2501 S. State Hwy. 121
Business Suite 400
Lewisville, TX 75067**

If your application is approved, you will be issued an Employment Authorization Document (EAD) for employment based upon economic necessity. Submit the following documents in the order below:

- i) Check or money order made payable to the U.S. Department of Homeland Security for \$380.00
- ii) Original form I-765 (Optional: Completed form G-1145)
- iii) Photocopy of your I-20 with recommendation for employment due to economic necessity
- iv) Photocopy of both sides of your I-94 card
- v) Two passport style photos (as shown on following page):

*Photo is not drawn to scale.
However, please ensure that it meets
specified measurements.*



- vi) Photocopy of passport including picture, expiration date and visa page
- vii) Other supporting documents (indicated in section I., items 2-4)

You will receive a receipt showing a USCIS case status number. You may check the status of your application on-line at www.uscis.gov. If approved, USCIS will mail the EAD to the address given on form I-765.