Applying for Severe Economic Hardship Employment

Severe economic hardship is described by the US Code of Federal Regulations a "...loss of financial aid or on-campus employment without fault on the part of the student, substantial fluctuations in the value of currency or exchange rate, inordinate increases in tuition and/or living costs, unexpected changes in the financial condition of the student's source of support, medical bills, or other substantial and unexpected expenses" [(8 CFR 214.2 (f)(9)(ii)(c)]. If a student is experiencing such unforeseen financial hardship, she or he may be eligible to apply to U.S. Citizenship and Immigration Services (USCIS) for off-campus work permission.

Required documents

A complete application will include the following:

- 1. Form I-765: Application for Employment Authorization
 - Download this form from http://www.uscis.gov/files/form/i-765.pdf
 - ➤ If possible, type the form I-765 online and print it so the optical scanner will recognize all characters.
 - At item #16, write (c) (3) (iii) for post-completion Severe Economic Hardship Employment.
 - List an address where you can receive mail for the next 4 months. If you do not know where you'll be living, you may list the International Office as your mailing address.
 - Sign the form I-765 in <u>blue ink</u>, and be sure that the signature at the bottom of the page <u>does</u> not touch the line.
- 2. **Form G-1145:** E-Notification of Application/Petition Acceptance
 - Download this form from http://www.uscis.gov/files/form/g-1145.pdf
 - > By submitting this form, you will receive an email or text when your application has been received.
- 3. A letter to USCIS, written by you, describing the unforeseen hardship situation. If possible, you should attach documentation, such as a letter from home explaining a change in family circumstances or proof of currency devaluation in home country. Include a simple statement about why on-campus employment options are unavailable or insufficient.
- 4. Two passport-sized **photographs** (available at most drug stores)
 - You must submit two identical color photographs of yourself taken within 30 days of filing your application. They must have a white to off-white background, be printed on thin paper with a glossy finish, and be unmounted and unretouched. The passport-style photos must be 2" by 2". They must be in color with full face, frontal view. Head height should measure 1" to 1 3/8" from top to bottom of chin, and eye height is between 1 1/8" to 1 3/8" from bottom of photo. Your head must be bare unless you are wearing a headdress as required by a religious order of which you are a member.
 - ➤ Using pencil or felt-tip pen, lightly print your name and your admission (I-94) number, if known, on the back of each photo.
- 5. Photocopy of your valid **passport**
- 6. Photocopy of your **F-1 Visa** or **Change of Status Authorization**
- 7. Photocopy of both sides of your **I-94 card**
- 8. Photocopy of your **most recent EAD** (only if you previously have been authorized by USCIS for off-campus employment)
- 9. **Application fee** in the amount of \$380
 - a. Payment in the form of a personal check is preferred, but you can use a bank check or money order if necessary.
 - b. Make check payable to "U.S. Department of Homeland Security." Do not abbreviate the payee information!
- 10. New form **I-20**, prepared for Severe Economic Hardship Work Permission.
 - a. This new I-20 will be issued at your meeting.
 - b. You will sign the I-20 on page 1 in blue ink; the DSO will sign on pages 1 and 3.

General information about Severe Economic Hardship Employment

- You must have been in F-1 status for one academic year before you are eligible for Severe Economic Hardship Employment (SEHE).
- SEHE gives you permission to seek employment. You are not required to have a job when applying for SEHE.
- Employment is limited to 20 hours per week while school is in session; you may work full time (up to 40 hours per week) during official school breaks.
- SEHE is awarded in one year increments. You may apply for a renewal of employment authorization. SEHE authorization ends if you transfer to a new school.
- Your application for SEHE must take place in cooperation with the International Office. It is not possible to apply for SEHE without a new I-20 from the DSO and recommendation in SEVIS.
- You must apply for SEHE with US Citizenship and Immigration Services (USCIS); receipt of SEHE is not guaranteed.

Submitting the Severe Economic Hardship Employment Application

It is your responsibility to mail the application for Severe Economic Hardship Employment to USCIS.

Use the following address when sending by US	Use the following address when sending by
Postal Service:	mail service (FedEx or UPS):
USCIS	USCIS
P. O. Box 21281	Attn: AOS
Phoenix AZ 85036	1820 E. Skyharbor Circle S
	Suite 100
**If mailing by USPS use Certified Mail so	Phoenix, AZ 85034
you will receive a receipt of delivery.	Phone: 800-375-5283

After Applying for Severe Economic Hardship Employment

- You may track the status of your application by entering your receipt number at https://egov.uscis.gov/cris/Dashboard.do.
- If your application is approved, USCIS will send you an Employment Authorization Document (EAD). The EAD contains your photo and shows the beginning and ending dates of eligible employment. You may begin work only after you receive the EAD. As soon as you receive the EAD, please bring the card to the International Office so it can be photocopied for your file.

Renewal of Severe Economic Hardship Employment

If your financial situation remains unchanged, and you believe you will still qualify for a new period of SEHE, you may apply for a renewal up to 120 days before the expiration on the current EAD. The student should submit all papers required in the original application (student's letter may be modified to call attention to progress made since acquiring work permission, rather than explaining the need for work permission), including a copy of the current EAD. The cost, \$380, is required for both original and renewal applications.