



OFFICE OF INTERNATIONAL AFFAIRS

Work Authorization Due to Economic Hardship

Information Guide

An F-1 student who experiences severe, unforeseen economic necessity may apply to USCIS for off-campus work authorization. F-1 students, who are eligible, may apply for an Employment Authorization Document (EAD Card) by mailing an I-20 issued by the Office of International Affairs requesting economic hardship and other supporting documents to USCIS.

According to **8 CFR 214.2(f)(9)(ii)** "An F-1 student may be authorized to work off-campus on a part-time basis...after having been in F-1 status for one full academic year provided that the student is in good academic standing as determined by the DSO. Part-time off-campus employment authorized under this section is limited to no more than twenty hours a week when school is in session. A student who is granted off-campus employment authorization may work full-time during holidays or school vacation. The employment authorization is automatically terminated whenever the student fails to maintain status..."

Eligibility:

- The student must have been in F-1 status for at least one full academic year.
- The student must be in good academic standing and must carry a full course of study.
- The student must prove to USCIS that employment is necessary due to severe economic hardship caused by circumstances beyond his or her control that arose **after** obtaining F-1 status.
- The student has demonstrated that the employment is necessary to avoid severe economic hardship due to unforeseen circumstances beyond the student's control and has demonstrated that on-campus employment is unavailable or otherwise insufficient to meet the needs that have arisen as a result of the unforeseen circumstances.
- The student has demonstrated that acceptance of employment will not interfere with the student's enrolling in a full course of study

Documents to Submit to the Office of Internationals Affairs:

- Completed Economic Hardship Request Form
- Personal statement describing your financial situation and why on-campus employment opportunities are unavailable or insufficient to you.

Documents to Mail to USCIS:

- Two passport photos
- Personal check or money order for \$410.00
- Original I-765 form, use code (c)(3)(iii) on item 20
- Original G-1145 form
- Copy of I-20 requesting economic hardship. The issue date on the I-20 must be less than 30 days old.
- Your personal statement explaining the need for Economic Hardship work authorization and any additional supporting documentation
- Copy of your valid passport
- Copy of most recent F-1 visa
- Most recent I-94

Where to Mail Application:

Students should mail their completed application to the appropriate USCIS Lockbox facility:

For U.S. Postal Service (USPS) Deliveries, mail application to:

USCIS
PO Box 660867
Dallas, TX 75266

For UPS, FedEx or DHL deliveries, mail application to:

USCIS
Attn: AOS
2501 S. State Hwy. 121 Business
Suite 400
Lewisville, TX 75067

Examples of Unforeseen Circumstances:

- Loss of financial support 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
- Other substantial and unexpected expenses

Employment Authorization Document:

Students cannot begin employment until he or she receives the Employment Authorization Document, EAD Card, from USCIS.

Students applying for economic necessity work authorization must often wait several months (two to five months) before the EAD card actually arrives.

Work authorization is granted in one-year intervals, up to the expected date of completion of studies.

Students can reapply to USCIS each year to renew their work authorization. If a student needs uninterrupted work authorization, he or she must apply early enough so that the EAD is received before the expiration date of the prior one, since continued employment past the prior expiration date during the pendency of an EAD extension request is not authorized.

To reapply, students should apply at least ninety days and not more than six months before their current work authorization expires.

Hours per Week:

Limited to 20 hours per week while school is in session; can be full-time during official school break

Type of Work Allowed:

The student can work in any job. The job does not have to be related to the course of study.

Termination of Off-Campus Employment Authorization:

Off-campus employment authorization granted under 8 CFR 214.2(f)(9) are terminated when the student transfers from one school to another, or if the student fails to maintain status.

Fee Waiver

Students submitting a Form I-765 can request a fee waiver if documentation is provided showing that the applicant is experiencing financial hardship. Please visit the following website for further information on requesting a fee waiver:

<https://www.uscis.gov/feewaiver#Requesting>