

# **OFF CAMPUS EMPLOYMENT AUTHORIZATION BASED ON ECONOMIC HARDHSIP FOR F-1 STUDENTS**

Under certain circumstances, an F-1 student may apply for “off-campus employment based on economic hardship”. Conditions creating this economic hardship include loss of financial aid or on-campus employment without fault of the student, unexpected changes in the financial condition of the student’s source of support, substantial fluctuations in the value of currency or exchange rate, and medical bills or other substantial and unexpected expenses. The above circumstances must be documented. To be eligible, a student must be in F-1 status for one full academic year, must be maintaining lawful F-1 status and must be carrying a full course of study as defined by the USCIS.

*To apply for off-campus employment authorization, you need to complete the following steps:  
You must collect the materials and submit them to an international student advisor in Charger Central. We will email you when your application is ready so you can sign the I-20 before we mail it. It is a good idea to speak with an advisor about your application. Please make an appointment by calling 824-6055.*

- Provide supporting materials which detail the unforeseen circumstances requiring the student to seek employment authorization and the unavailability of on-campus employment. A budget of your current expenses and income and an explanation of the change in expenses or income should be included.
- Write a cover letter explaining in detail your economic situation.
- Complete items 1-15 on Form I-765, and sign the form.
- Provide two photographs (see attached sheet).
  - Provide a photocopy of your I-94 card (front and back) and copies from your valid passport showing the passport expiration date, passport photography, and your entry visa. (If re applying, provide previous EAD card)
- Write a check or money order for \$380 made payable to “USCIS”.
- Complete the attached expense worksheet.

**FULL NAME** \_\_\_\_\_

**E-MAIL ADDRESS** \_\_\_\_\_ **TODAY’S DATE** \_\_\_\_\_

**Sample Budget to document Severe Economic Hardship**

**Estimated Expenses (per month):**

Housing \_\_\_\_\_

Food \_\_\_\_\_

Transportation/car \_\_\_\_\_

Insurance \_\_\_\_\_

Miscellaneous \_\_\_\_\_

**Total expenses:**

(Multiplied by 12 months) **TOTAL** \_\_\_\_\_

**Previous income or financial support:**

Family support \_\_\_\_\_

Income from campus employment \_\_\_\_\_

Other \_\_\_\_\_

**TOTAL** \_\_\_\_\_

**Current income or financial support:**

Family support \_\_\_\_\_

Income from other on-campus employment \_\_\_\_\_

Other \_\_\_\_\_

**TOTAL** \_\_\_\_\_

**DIFFERENCE BETWEEN PREVIOUS SUPPORT AND CURRENT SUPPORT** \_\_\_\_\_