

# F-1 Off-Campus Work Authorization Based on Severe Economic Hardship

## Eligibility

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The student must meet these eligibility criteria:

- 1) Student has been in F-1 status for two semesters at current degree level
- 2) Student is in good academic standing with KU (minimum 2.0 G.P.A.)
- 3) Student is maintaining F-1 status, including pursuing a full course of study
- 4) Other employment opportunities (such as on-campus employment) are not available or are otherwise insufficient
- 5) Student has severe economic hardship caused by unforeseen circumstances beyond the student's control. Acceptable financial circumstances may include:
  - a) loss of financial aid
  - b) loss of on campus employment without fault on the part of the student
  - c) substantial fluctuations in the value of currency or exchange rate
  - d) inordinate increases in tuition and /or living costs
  - e) unexpected changes in the financial condition of the student's source of support
  - f) medical bills
  - g) other substantial and unexpected expenses

## How to Apply

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- 1) Write a cover letter thoroughly explaining your personal situation and assemble documentation to demonstrate your severe economic hardship. The U.S. Citizenship and Immigration Services will only consider severe economic hardship which is due to unforeseen circumstances beyond the student's control. Documentary evidence might include such items as:
  - a) medical bills,
  - b) letters from family about loss of support, an illness in the family, political or natural catastrophe,
  - c) bank statements,
  - d) newspaper, magazine publications or verification from bank indicating a significant devaluation of home country's currency
  - e) statements concerning loss of financial aid or sponsorship.
- 2) Put together a budget showing your income, expenses and the economic shortfall warranting a work permit.
- 3) Complete USCIS Form I-765 (download from <http://www.uscis.gov/> ; click on Forms tab; choose I-765; type responses on form, print out, and sign) Use the category code (c)(3)(iii) in section number 16 of the form.
- 4) Complete USCIS Form G-1145 (download from <http://www.uscis.gov/> ; click on Forms tab; choose G-1145; type responses on form and print out) This form is *optional* and allows you to provide an email address or cell phone number to receive an email or text message when your application is initially received by the U.S. government.
- 5) Make an appointment with an International Student Advisor. Please allow 60-90 minutes for the appointment. Bring: your personal letter, a simple budget, a completed I-765 (and G-1145, if desired), documentary evidence of your financial hardship, your passport, visa, and I-94.

The international student advisor will review the documents and check your immigration status. If the advisor thinks you are eligible to apply for work authorization based on severe economic hardship, then the advisor will update your SEVIS record and create a new I-20 for you.

(over)

- 6) Apply directly to the U.S. Government (USCIS) for an Employment Authorization Document (EAD). ***Employment may not begin until the Employment Authorization Document (EAD) is issued by USCIS.*** Students living in Kansas should send the following materials fastened together in the order listed below to:

For U.S. Postal Service (USPS) deliveries:

USCIS  
PO Box 21281  
Phoenix, AZ 85036

For Express mail and courier deliveries:

USCIS, Attn: AOS  
1820 E. Skyharbor Circle S, Suite 100  
Phoenix, AZ 85034

1. \$380 application fee; Check or money order made payable to U.S. Department of Homeland Security.
2. 2 photographs, passport style (guidelines below) with name gently printed on the back, without damaging the photo.
  - a. the government recommends placing the photo in a clear plastic 'ziploc' sandwich bag.
  - b. do NOT put a staple through the photo or trim the size of the photo
3. Form G-1145 (optional), typed and printed out
4. Form I-765 typed, printed out and signed (EAD is mailed to the address used on this form)
5. your letter thoroughly explaining your personal financial hardship
6. new I-20 (*photocopy*), signed by the ISSS advisor on pages 1 & 3, AND signed by student on page 1
7. documentary evidence of severe financial hardship
8. your budget
9. copies of your visa and I-94 (front & back)
10. copies of passport pages showing expiration date, your photo, name and date of birth

It is also recommended to submit:

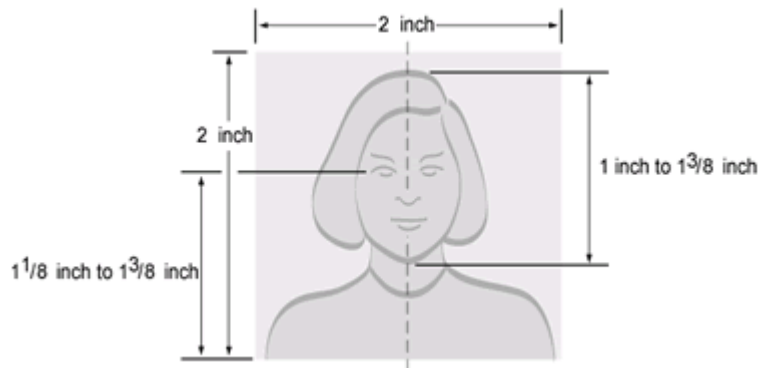
- a) transcripts verifying full-time enrollment
- b) copies of all previously issued EADs

As always, it is recommended that you retain copies of all documents sent to and received from USCIS. Mail the application in a verifiable manner (e.g. certified, return receipt.)

## Photo Guidelines

### Seven Steps to Successful Photos

1. Frame subject with full face, front view, eyes open
2. Make sure photo presents full head from top of hair to bottom of chin; height of head should measure 1 inch to 1 3/8 inch (25 mm to 35mm)
3. Center head within frame (see Figure below)
4. Make sure eye level is between 1 1/8 inch to 1 3/8 inch (28 mm and 35 mm) from bottom of photo
5. Photograph subject against a plain white or off-white background
6. Position subject and lighting so that there are no distracting shadows on the face or background
7. Encourage subject to have natural expression



### Note:

If authorized for economic hardship employment, you will be limited to 20 hours of work per week when class is in session; however you may work full-time during holidays or school vacations. Your employment authorization is automatically voided whenever you fail to maintain status or when you terminate your academic program.

### Extension:

Authorization is only granted for a year at a time. You may apply for an extension if your severe economic condition continues, and you still meet the eligibility requirements. An application for an extension will follow the same procedures as the original application, including the application fee. A photocopy of the previous EAD should be included with a letter clarifying how the economic situation has not changed.

Reference: 8 CFR 214.2 (f)(9)(ii)