

## Economic Hardship Employment Application

### What is Economic Hardship Employment?

If you are experiencing unforeseen financial hardship while studying in the US, you may be eligible for off-campus employment authorization from the USCIS under certain conditions. According to immigration regulations, unforeseen circumstances may include loss or 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.

### Limitation: Part-Time or Full-Time?

A job offer is NOT required in advance of obtaining employment authorization. You CANNOT start working until you receive the work authorization (EAD) card from the USCIS. Employment is limited to no more than 20 hours per week when school is in session, full-time during holidays or vacation periods. Employment authorization is automatically terminated when a student fails to maintain status. Students may work for an employer at any job, anywhere in the United States.

### Student Eligibility Requirements

1. You must have been in legal F1 status for at least one full academic year.
2. You must be in a good academic standing and registered full-time.
3. You must provide evidence of economic hardship based on unforeseen circumstances beyond your control
4. You must demonstrate that on-campus employment is either unavailable or insufficient to meet needs.

### Application Procedure

1. Fill out Economic Hardship application completely. Please use the checklist to make sure you have all documents such as copy of your I-20 and passport, etc. **WE CANNOT PROCESS YOUR OPT APPLICATION IF APPLICATION IS INCOMPLETE.**
2. Call our office at 516-572-7053 to make an appointment with an International Student Advisor. **WE CANNOT PROCESS YOUR APPLICATION WITHOUT AN APPOINTMENT.**

## **CHECKLIST**

The following documents are required for your Economic Hardship Employment application. Incomplete application will not be accepted and cannot be processed!

- o Form I-765 ( Item #16: ( c ) ( 3 ) ( iii ) ) – You can download I-765 at [www.uscis.gov](http://www.uscis.gov) and click “Forms” or <http://www.uscis.gov/files/form/I-765.pdf>
- o Attachment to I-765 (Part I. & II)
- o Two passport photos with your name printed in pencil on the back
- o \$380.00 fee (check or money order) payable to “USCIS”
- o You make photocopies of all previous Form I-20 you have ever had including ones from your previous school(s)
- o You make photocopy of Form I-94 card (both sides)
- o You make photocopies of passport identification pages and visa (Passport must be valid for your employment)
- o Photocopies of any previous EAD card(s) if any

### **IMPORTANT INFORMATION ON USCIS PHOTO REQUIREMENTS**

Often applicants will have their photos rejected for failing to meet the required specifications. In order to avoid this, be sure to show these instructions to the photographer before the photos are taken.



Special instructions regarding photos for your EAD card:

For an example of the new photo style go to:

[http://travel.state.gov/passport/guide/composition/composition\\_874.html](http://travel.state.gov/passport/guide/composition/composition_874.html) This link includes information on the required dimensions of the photos, how the photos must be posed etc. The photo should not be larger than 2 by 2 inches, with the distance from the top of the head to just below the chin measuring about 1-3/8 inches.

**Attachment to I-765**

Part I. (Completed by Student)

**WHY I NEED OFF-CAMPUS EMPLOYMENT AUTHORIZATION TO AVOID SEVERE ECONOMIC HARDSHIP**

Dear USCIS officer:

My name is \_\_\_\_\_. I am applying for off campus employment authorization because I have serious financial problems which are unexpected and beyond my control and could force me to abandon my education.

1. My current Form I-20 issued on \_\_\_\_\_ (date) estimated my annual average costs in item #7 to be \$\_\_\_\_\_. In Item #8 my means of support came from \_\_\_\_\_ and totaled \$\_\_\_\_\_.

2. Now, my annual average costs are \$\_\_\_\_\_. My means of support is from \_\_\_\_\_ and totals \$\_\_\_\_\_.

3. My current support is short by \$\_\_\_\_\_.

4. The reason(s) my financial situation has changes is because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. I did not expect this to happen to me because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Documents that I have attached to prove my financial difficulty are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sincerely,

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
signature

\_\_\_\_\_  
Date



Office of International Student Affairs  
Nassau Community College  
One Education Drive  
Garden City, NY 1153  
Phone: 516-572-7053 / Fax: 516-572-9864  
Website: <http://www.ncc.edu/Admissions/InternationalStudents>

The Student and Exchange Visitor Program (SEVP), within the Department of Homeland Security, requested that schools ensure the accuracy of certain information in SEVIS for all students on economic hardship employment. Therefore, please read the following and sign it.

I understand that it is my responsibility to comply with all immigration regulations which apply to F1 students, including employment regulations. Working without the proper authorization is a serious violation of my F1 status. If I fail to comply with my responsibilities, I may not be eligible for benefits normally granted to F1 students and may jeopardize my stay in the U.S. **I know that I cannot start working until I receive my EAD card. Once I get my EAD, I will provide a copy of the card to the ISA immediately.**

I understand that while I am on economic hardship employment, **I must maintain my status by studying full-time every semester.** If there are any changes such as my home address and employment, I must contact the ISA immediately so that my I-20 will be properly updated in SEVIS.

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date