



**F-1 Federal Regulations:** *"If other employment opportunities are not available or are otherwise insufficient, an eligible F-1 student may request off-campus employment work authorization based upon severe economic hardship caused by unforeseen circumstances beyond the student's control. These circumstances may include 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."*

### Eligibility

- Must have been in F-1 status for at least one full academic year.

### Work Location & Duration

- Designed for off-campus employment.
- Granted by USCIS for one year at a time, or until the program end date, whichever is shorter.

### Hours per week

- Limited to a total of 20 hrs of work per week while school is in session. You cannot work 20hrs off campus and 20hrs on campus while school is in session. Employment is limited to an overall total of 20hrs. Employment can be full-time during official school breaks.

### Field of Work

- Can be any off-campus job. Does not have to be related to course of study.

### Approval Process

- Must apply for EAD card from USCIS and receive EAD before employment begins.

### Please submit the following materials to the Center for Global Engagement:

- A completed Form I-765. At item 16, you must use the code ( c ) ( 3 ) ( iii). You can print out the I-765 form from [www.uscis.gov](http://www.uscis.gov) and by clicking on "immigration forms."
- A letter from you describing the sudden, unforeseen economic hardship situation. You should also explain why other employment options are unavailable or insufficient.
- If you have a financial sponsor, a letter from your financial sponsor, explaining why they cannot provide you with financial support and how circumstances have changed.
- Include verification of your situation. Examples: A letter from your academic department if there was an unforeseen change in departmental funding; newspaper article or other documentation to support claims of currency devaluation, a freeze on transferring money abroad, or a natural disaster.
- 2 identical passport style photos less than 30 days old with your name and I-94 number written in pencil on the back.
- Copy of your I-94 card, front and back
- Copy of passport bio page and F-1 visa
- A copy of your new I-20 with a recommendation for economic hardship (this is to be prepared by your international student advisor)
- A sample budget showing your monthly expenses and the amount of tuition and fees that you have to pay the University. This should also show the amount of financial support that you currently have available.

\*\*\* An Center for Global Engagement advisor will review the application and prepare it for submission to USCIS. You must pick up the application and make sure to **attach a check or money order for the \$410 application fee.** The \$410 check or money order should be made payable to: **U.S. Department of Homeland Security.**

Send your application to:

(for U.S. Postal Service Express Mail)  
USCIS  
PO Box 660867  
Dallas, TX 75266

(for FedEx, etc.)  
USCIS (ATTN: AOS)  
2501 S. State Hwy 121 Business Ste. 400  
Lewisville, TX 75067