



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."*
8 CFR 214.2(f)(9)(ii)(C)

Eligibility

- Must be a full-time student in an academic year (unless eligible under Special Student Relief)

Work Location & Duration

- Off-campus
- 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 hours of work per week while school is in session. Employment can be full-time during official school breaks.
- 8 hours off-campus work and 20 hours on campus while school is in session (unless authorized under Special Student Relief).

Field of Work

- Can be any off-campus job. Must be related to course of study.

Approval Process

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

Submit the following documents to the CGE by uploading them in NoleStart (<https://istart.fsu.edu>). Click on F-1 Student Services.

- Completed I-765 Form I-765. Use the code (c) (3) (iii). Attach the I-765 form to www.uscis.gov
- Letter from you describing the sudden, unforeseen economic hardship situation. Explain why other employment options are unavailable or insufficient.
- Letter from your financial sponsor, explaining why they can provide financial support and how circumstances have changed.
- Sworn affidavit of your situation. Examples: Letter from academic department if unforeseen change in departmental funding; newspaper article or other documentation of currency devaluation, national crisis, freeze on transferring money abroad, natural disaster
- Spreadsheet showing the amount of financial support that you currently have available.

Your CGE advisor will review the materials you submit. If approved, your advisor will send you a new I-20 with the recommendation for economic hardship and instructions for submission.

You will need these additional documents to submit to USCIS with your application:

- 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 I-94
- Copy of passport bio page and F-1 visa (if available)
- Payment for application fee (more information below)

*** When you send your application to USCIS, be sure to attach a check or money order for the \$410 application fee (recommended) if not requesting a fee waiver (USCIS Form I-912). The \$410 check or money order should be made payable to: **U.S. Department of Homeland Security.**

Refer to the USCIS website for the correct mailing address. <https://www.uscis.gov/i-765>