

Economic Hardship
Employment Authorization

MSUM International Student Services,
CMU 120, (218)-477-2956



Eligibility:

- 1) No other employment opportunities are sufficient or available. Students wanting to apply for off-campus employment based on severe economic hardship will need to make a good-faith effort to locate employment on campus.
- 2) Severe economic hardship caused by unforeseen circumstances beyond the student's control:
 - a. Loss of on campus employment.
 - b. Fluctuations in value of currency or exchange rate.
 - c. Inordinate increases in tuition and/or living expenses.
 - d. Unexpected changes in condition source of support.
 - e. Medical bills.
 - f. Other substantial unexpected expenses.
- 3) F-1 status for one academic year.
Cannot apply until after 2 semesters have been completed. (No exceptions.)
- 4) Completed a full course of study each semester.
- 5) Acceptance of employment will not interfere with full course of study.
- 6) Student and DSO have an understanding that employment is unavailable or not Sufficient through on campus employment.

PROCEDURE:

STUDENT SUBMITS THE FOLLOWING:

- Completed I 765. In item #16 on the form enter (c)(3)(iii)
(This indicates to the USCIS that you are applying for Economic Hardship.)
- Photocopy of I-94 (front and back)
- Photocopy of last EAD (work permit) if available/applicable. Both front and back of card need to be copied.
- Two passport sized photo's (need to be on a white background with a picture that shows your entire face.)

- Photocopy of New I-20 that will be generated upon completion of the process. (Pages 1&3) **The Director will print a new I20 with an Economic Hardship request on it.**
- \$410.00 check or money order made payable to:
United States Citizenship and Immigration Services
- Supporting materials documenting the unforeseen nature of the economic hardship:
 - List of assets
 - Income
 - Expenses

SEND ALL DOCUMENTS TO:

USCIS Phoenix Lockbox

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

Note: USCIS will notify the student of the decision. If employment is authorized, USCIS will issue the student an EAD card. The student cannot begin employment till the EAD card is obtained. Employment authorization will be granted in 1-year intervals up to the expected date of completion or graduation. Off-campus employment based on economic hardship can only be renewed by USCIS and only if the student continues to maintain lawful immigration status and good academic standing. If the application is denied, USCIS will indicate the denial and the decision may not be appealed. \$380.00 is non-refundable.

Download form here: www.uscis.gov

- Click the “Immigration Forms” link at the top of the page
- Scroll down to the form I-765 and Click on “Application for Employment Authorization”
- Scroll down to the bottom of the page and download instructions and form.
- You can enter your information into the PDF and then print. We encourage this as it reduces errors caused by illegible writing.