



## **OFF CAMPUS EMPLOYMENT DUE TO ECONOMIC HARDSHIP F-1 STUDENT**

If you have severe and unforeseen economic hardship that is beyond your control, and you have to support yourself to continue your study, you may apply to the U.S. Immigration and Citizenship Service (USCIS) for off-campus employment authorization.

### ***Unforeseen Economic Circumstances:***

- 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 or living costs;
- Unexpected changes in the financial condition of the student's source of support;
- Medical bills or other substantial and unexpected expenses.

### ***Conditions of Employment:***

You may work **no more than 20 hours per week when school is in session** and full-time during vacation period. **You must be a full-time student each semester** (with the exception of vacation period).

In order to start your employment you must obtain an Employment Authorization Document (**EAD**) issued by USCIS. The employment authorization is issued for the certain period of time. Renewal is possible up to the expected date of completion of study, if you keep your F-1 status, remain in good academic standing, and all the requirements for this type of employment are met.

If your application for the employment authorization is denied, you may not appeal the denial.

### ***Student eligibility requirements***

- You have been in **F-1 status for one full academic year**;
- You are in good academic standing and carrying **a full course of study**;
- The acceptance of employment will not interfere with carrying **a full course of study**;
- You have demonstrated that the employment is necessary to avoid severe economic hardship caused by unforeseen circumstances beyond the student's control (see above);
- You have demonstrated that on-campus employment is unavailable or otherwise insufficient to meet the unforeseen circumstances.



### **Required documentation**

Please submit the following documents to the Office of International Admissions (OIA):

- Application Form I-765. Your response to question 16 of this form is (c)(3)(iii). Please download this form from the website <http://www.uscis.gov>.
- Filing Fee of \$380.00. Check or money order must be made payable in US currency to the US Department of Homeland Security.
- 2 passport style photos taken no earlier than 30 days before submission. They should be 2 by 2 inches in size, with full frontal face position, identical, color, between 1 inch and 1 3/8 inches from the bottom of the chin to the top of the head, with a white or off white background. **Lightly** print your name, date of birth, and your I-94# on the back of each photo with a pencil or a pen. The photo should be taken in normal street attire, without a hat or headgear. Uniforms are not acceptable except religious attire that is worn daily. If you normally wear prescription glasses, they should be worn for the picture. Dark glasses or nonprescription glasses with tinted lenses are not acceptable unless you need them for medical reasons. In the latter case, the medical certificate may be required.
- A letter explaining unforeseen economic circumstances that have caused your request. Attach supporting documentation confirming the hardship of your situation. Give a list of your assets, income and expenses. This information is crucial for the USCIS' decision on your application. Please see below "Supporting documents".
- Copy of front and back of any previously issued EAD if applicable.
- Copy of The University of Mount Union Purple Plus Card and photocopy of your Driver's License if available;
- Copy of your immigration documents: the current I-20 Form, passport picture page, passport page with a **valid** expiration date, F-1 visa stamp, front and back of the I-94 Form "Arrival and Departure Record";
- The USCIS Approval Notice (the Form I-797) if you changed to F-1 inside the USA and the visa in your passport is not an F-1;
- Application to the OIA to start the processing (included).
- Copy of Severe Economic Hardship I-20 (will be processed by OIA after all materials have been received and evaluated).



Upon receipt of your documents, USCIS will issue the Form I-797 "Receipt Notice" indicating the file number and the receipt date. You will be able to check the status of your application on-line on the website <http://www.uscis.gov>. If your application is approved, the USCIS will send you an Employment Authorization Document (EAD). Processing time in USCIS is 2-3 months.

**You may start your employment only upon receipt of the Employment Authorization Document (EAD) and not earlier than the starting date indicated on this card.**

If your financial situation is not improved by the end of the EAD validity and your program is not completed yet, you may apply for extension of the EAD. The new application can be sent to the USCIS 2-3 months before the expiration date of your current authorization. All documents showing the current situation and confirming the continuous economic hardship must be submitted.

### **Supporting documents for Economic Hardship Employment**

1. A letter from the DSO (Designated School Official) confirming the fact that only your family/sponsor/company were initially supporting you. The DSO must indicate what particular person/sponsor/company (including names) was initially indicated as helping with your financial support.
2. Copies of financial documentation (translated into English and USD) initially submitted to the DSO indicating who was financially supporting you while attending The University of Mount Union during your program.
3. A letter from your family/sponsor/company stating that they can no longer fully support you financially and provide any supporting material to justify this claim.
4. Supporting materials such as affidavits which further detail the unforeseen economic circumstances. These may include but are not limited to: medical records, employment letters, financial responsibilities, bank credit or tax records of the person/sponsor/company funding your study that has fallen under difficult economic times. Evidence of assets, liabilities, expenses of the person/sponsor/company for the period **before AND after** the unforeseen event.
5. Please note: Application for Extension of Economic Hardship Employment Authorization requires **all** supporting documentation. USCIS is not required to approve applications for extension merely because of prior approvals if the application does not demonstrate eligibility for approval.

