

Overview: If other employment opportunities are not available or are otherwise insufficient, an eligible F-1 student may request employment authorization based on severe economic hardship caused by unforeseen circumstances beyond the student's control. These circumstances may include a 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, or unexpected changes in the financial condition of the student's source of support, medical bills, or other substantial and unexpected expenses. *Source: [8 C.F.R. 214.2(f)(9)(ii)(C)-(D) and (F)]*

ELIGIBILITY CRITERIA & DOCUMENTATION

You are eligible to apply for employment based on severe economic hardship if:

- You have been in F-1 status for one full academic year
- You are in good academic standing and are taking a full course load
- Employment will not interfere with your studies

You can demonstrate that the employment is necessary to avoid severe economic hardship due to unforeseen economic circumstances beyond your control

Step 1: Documentation Needed to Apply

- 1) A completed and signed Form OISSS-110.
- 2) A personal statement describing the unforeseen hardship situation and, if possible, attach backup documentation; for example, news articles, a letter from home telling of a change in family circumstances or proof of a currency devaluation in your country, etc.
- 3) Completed [Form I-765](#), using the code (C)(3)(iii) at item 16. **Do not** date the form until you are ready to send the application to the U.S. Citizenship and Immigration Services (USCIS).
- 4) Copies of your current and previous I-20s.
- 5) Copy of paper or print-out of electronic [Form I-94](#) (please click on the link for instructions).
- 6) Copy of your F-1 visa page (except Canadians) or I-797 (approval of change of status to F-1), if applicable.
- 7) Copy of your unofficial transcript available.

Step 2: Mail documents, (in order shown), to USCIS within 30 days Form I-20 issue date

- 1) [Form G-1145](#), if you want to be notified electronically by USCIS.
- 2) Completed, signed [Form I-765](#).
- 3) Two (2) 2x2" Passport Photos - (Full name and I-94 number must be printed in pencil on the back).
- 4) Check or Money Order for \$410.00, payable to: Department of Homeland Security (do not write in the upper portion of the check). Staple to the front, left-hand side of the form I-765.
- 5) Print-out of [Form I-94](#) Arrival/Departure Number
- 6) Copies of any previous EAD cards, if any. (Most students will not have previous EAD's)
- 7) Photocopy of Economic Hardship Recommendation I-20 (all 3 pages).
- 8) Photocopy of Passport's identification and expiration page.
- 9) Photocopy of F-1 Visa stamp.
- 10) The personal statement along with any other supporting documents, if available.
- 11) Be sure to check the most updated [filing address](#) and mail your application via a trackable mailing service, unless you take the option of [filing your application online](#).
- 12) Make a copy of your documents for your record prior to mailing. Mail your application to [proper filing address](#) by a trackable mailing service.

Part I. Student Information

1. Student's Name:			
2. KID No.:	3. SEVIS ID No.:	4. Email:	
5. Phone:	6. Degree:	7. Major:	
8. Department:		9. College:	
10. Expected Date of Completion:		11. Address:	

Part II. Past Employment Information

List All Periods of Previous Employment Authorization Practical Training below (if applicable)

12. Optional/Curricular Practical Training		13. Other Employment Authorization	
Start Date:	End Date:	Start Date:	End Date:
Start Date:	End Date:	Start Date:	End Date:
Start Date:	End Date:	Start Date:	End Date:

Part III. Submission Instructions

Read the above instructions and submit the following documents to OISSS:

- 1) This form, completed and signed.

- 2) Allow 7 business days for OISSS to process your Hardship Form I-20 request. Once it is ready, we will contact you via email.

Note: By signing below I confirm that I have read all information above and am aware of my responsibility to maintain my status and will notify OISSS of any changes to my name, address, employment or status in a timely manner.

Part IV. Mailing Instruction

14. Choose one option only:

- I authorize (myself or name of the person) _____ to pick up the OPT recommendation from OISSS (photo ID required at time of pick-up).
- I have completed [Form OISSS-01](#) (see a copy of the payment receipt), please send it via express mail.
- I would like OISSS email the document to my email address at:

15. Signature

16. Date of Signature: