

## Severe Economic Hardship

### Application Information

USCIS makes case-by-case decisions for off-campus employment for students who can show that new, unexpected circumstances beyond their control have created severe economic hardship. These may include the following:

- Loss of financial aid or on campus employment (if the student is not at fault)
- Large increases in tuition or living costs
- Substantial decrease in the relative value of currency the student depends upon to pay expenses
- Unexpected changes in the financial conditions for a student's sources of financial support
- Unexpectedly large medical bills not covered by insurance
- Other substantial, unexpected expenses

#### Eligibility:

- Must have remained enrolled for at least one academic year, in status and in good academic standing
- Must be unable to get on-campus employment, or the pay from available on-campus employment must be insufficient to meet financial needs

#### Steps:

1. Request approval from DSO. DSO will note off campus employment request in SEVIS and endorse I-20
2. Complete [Form I-765](#) (Enter (c)(3)(iii) on questions 27 of app.) No later than 30 days after DSO endorsement
3. Gather Supporting Evidence:
  - a. Letter from DSO stating student status and need for off campus employment
  - b. Personal statement from student explaining need for off campus employment
  - c. Transcript showing student has been enrolled full time for at least one year
  - d. Bank statements, medical documents, or any relevant documentation to support request
4. Gather additional documents:
  - a. Copy of form I-94, Passport, Visa
  - b. Copy of last EAD (if applicable)
  - c. Two identical passport style photographs
  - d. Copy of driver's license (if applicable)

#### Once Approved:

- If USCIS approves the application, the student will receive a Form I-766, "Employment Authorization Document (EAD)" from USCIS and can begin working
- Approval for off-campus employment is good for one year. If the F-1 student needs to continue working off-campus, the student must re-apply at least 90 days before the EAD expiration date.

#### How to pay (\$410):

- Pay by money order, personal check, or cashier's check made payable to "Department of Homeland Security"
- Pay by credit card using [form G-1450](#)
- Request a fee waiver using [form I-912](#)

**Where to file:** For students living in Texas, send completed packet to either of the following addresses:

#### **For U.S. Postal Service (USPS)**

USCIS  
P.O. Box 660867  
Dallas, TX 75266

#### **For FedEx, UPS, and DHL**

USCIS Attn: NFB AOS  
2501 S. State Hwy. 121 Business Suite 400  
Lewisville, TX 75067