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. Citizenship & Immigration Services (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 **up to 20 hours per week when school is in session** and full-time (20 or more hours per week) during a vacation period. **You must be a full-time student each semester.**

In order to start your employment you must obtain an Employment Authorization Document **(EAD)** issued by USCIS. The employment authorization is issued in increments of one year at a 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 meet all the requirements for this type of employment.

Student eligibility requirements

- You have been **in F-1 status for one full academic year;**
- You are in good academic standing and are maintaining **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.

Your documentation will be evaluated by the international advisor. If your circumstances warrant off-campus employment, you will be issued a new I-20 recommending this type of employment. Send your documents along with a copy of the new I-20 to USCIS for processing. USCIS processing time is 2-3 months.

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 http://www.uscis.gov. If your application is approved, USCIS will send you an EAD card.

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 an extension of the EAD. A 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.

Required documentation
Please schedule an appointment and bring the following documents to the International Center to present at your appointment:

- Application Form I-765. Your response to question 20 of this form is (c)(3)(iii). Please download this form from the website http://www.uscis.gov.

- Filing Fee of $410.00. Check or money order made payable to the US Department of Homeland Security.

- 2 passport style photos taken within 30 days of submission of the application. 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, a medical certificate may be required.

- Copy of I-94 (front and back) or print out from website https://i94.cbp.dhs.gov/

- Copy of front and back of any previously issued EAD, if applicable.

- Copy of your current I-20 and copies of all previous I-20's.

- Copy of passport picture page.

- Copy of your F-1 visa stamp.

- A letter explaining the unforeseen economic circumstances. Attach supporting documentation confirming the hardship of your situation. Give a list of your assets, income, and expenses. Include a copy of your bank statement.

- A letter from the DSO (Designated School Official) confirming your situation. The DSO must indicate what particular sponsor (including names) was initially indicated as helping with your financial support.

- Disruption of a sponsor's income or death of a sponsor. Provide any supporting material to justify this claim.

- Copies of financial documentation initially submitted to the DSO indicating who was financially supporting your while attending The University of Akron during your program.

- Supporting materials such as affidavits which further detail the unforeseen economic circumstances. These may include: medical records, employment letters, financial responsibilities, or financial documents of your sponsor who has fallen under difficult economic times. Evidence of assets, liabilities, expenses of the sponsor for the period **before AND after** the unforeseen event. Include English translation, if needed.

- Application to the International Center to start the process (page 3 of this packet).

International Center – Simmons Hall 205
The University of Akron
330-972-6349
immigration@uakron.edu

Application For Off Campus Employment Due to Economic Hardship

_____
Name Last (Family) First (Given) Date of Birth

_____
Student ID# E-mail Address Phone #

_____
Your local address

_____
Your Permanent Address in Your Home Country

_____

When did you start your current program? _____

When do you expect to complete the program? _____

Reason for requesting work authorization_____
_____

_____

_____

_____

Student's Certification:

I certify that the information and documentation submitted with this application is correct and complete. I understand that the employment must be stopped when the EAD expires or my program is completed, whichever occurs earlier.

_____
Your name Signature Date