

The severe economic hardship employment authorization is intended to address situations where a financial need beyond the student's control arises. Examples of unforeseen economic hardship include "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, unexpected changes in financial condition of the student's source of support, medical bills, or other substantial and unexpected expenses."

The following materials must be received by the U.S. Citizenship and Immigration Services. You must be in fulltime F-1 status for one academic year to be eligible to apply. **Approval will take several weeks to 3-4 months.** Please contact Center for International Programs at 812/465-1248 if you have any questions.

**You will need the following documents:**

- I-765 Form [www.uscis.gov/files/form/i-765.pdf](http://www.uscis.gov/files/form/i-765.pdf)
  - List your eligibility code in question 16 as (c) (3) (iii)
- Copy of I-20 endorsed for economic hardship employment by CIP (must meet with CIP to receive I-20)
- Fee of \$410, payable to U.S. Department of Homeland Security
  - Can use a personal check or money order OR
  - Can pay by credit card by completing form G-1450
- 2 colored passport photographs
  - Lightly write your name and SEVIS ID on the back of the photos
- Photocopy of your passport (identification pages and US visa page)
- Photocopy of I-94
- Proof of why you need to work off-campus
  - Letter explaining the circumstances of the hardship
  - Recommended to also have supporting materials documenting the unforeseen nature of the economic hardship and the unavailability of on-campus employment to meet the need
- List of income and expenses
- Photocopy of both sides of previous Employment Authorization Document (EAD), for renewal of work authorization

The Center for International Programs will submit your application to USCIS on your behalf if you would like. If you would like it sent via express mail, please check with CIP regarding the cost.

**Remember:** It is important to keep a copy of all of the documents submitted to USCIS.

**To mail your application:**

*For U.S. Postal Service*

USCIS  
P.O. Box 21281  
Phoenix, AZ 85036

*For Express mail & commercial courier deliveries  
(at your expense)*

USCIS  
ATTN: AOS  
1820 E. Skyharbor Circle S  
Suite 100  
Phoenix, AZ 85034