

Economic Hardship Off-Campus Employment Authorization Information

Who may apply for off-campus employment work authorization?

An eligible F-1 student may request off-campus employment work authorization if other employment opportunities are not available or are otherwise insufficient. Reasons may be based upon severe economic hardship caused by unforeseen circumstances beyond the student's control. These circumstances may 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 the financial condition of the student's source of support, medical bills, or other substantial and unexpected expenses. The job must be limited to 20 hours per week while school is in session and can be full-time during official school breaks. The job does not have to be related to course of study.

What do students do after the DSO from their school recommends them for off-campus employment?

After students have been recommended off-campus employment, they must file a [Form I-765](#) with U.S. Citizenship and Immigration Services (USCIS) within 30 days. See the [USCIS website](#) for the form and filing information. Students must pay a fee to USCIS. As part of the supporting evidence, students must include the specially endorsed Form I-20 signed on pages 1 and 2 by a DSO. If you are unable to issue an updated Form I-20, [send USCIS a letter of explanation](#).

Off-campus employment authorization is granted by USCIS in increments of one year at a time, or until the program end-date, whichever is shorter. Once you file Form I-765 and the necessary additional applications and documents, USCIS will make a final determination on whether the employment authorization is warranted. USCIS will issue out an Employment Authorization Document (EAD) to authorize aliens to work in the U.S. once approved. A student cannot begin the off-campus employment until he or she receives the EAD from USCIS. Authorization ends if a student transfers schools. If students need to continue off-campus employment for more than one year they will need to reapply for renewal of authorization before the EAD expires.

USCIS will send a receipt for your application several weeks after they receive it. The estimated time for a decision at USCIS is 90-120 days, although this varies.

Do I need a Social Security Number and Card?

F-1 students need to apply for a Social Security number and card to secure a job if they do not have one already.

An applicant may apply for a USCIS employment authorization document (EAD) and a Social Security Number (SSN) simultaneously on Form I-765. Form I-765 includes additional questions that allow applicants to apply for an SSN or SSN replacement card without visiting a Social Security office. USCIS will transmit the additional data collected on the form to the SSA for processing. USCIS states that "applicants who receive their approved EADs from USCIS should receive their Social Security card from the Social Security Administration (SSA) within the following two weeks."

The SSA does not require you to have a Social Security number before you start work. However, the Internal Revenue Service requires employers to use your Social Security number to report your wages. While you wait for your Social Security number, your employer can use a letter from us stating you applied for a number, and your immigration documents can prove your authorization to work in the United States.

Requirements for Eligibility

1. Student must have been in F-1 visa status for at least one full academic year
2. The student is in good academic standing and is carrying a full course of study
3. Must prove to USCIS that employment is necessary due to severe economic hardship caused by circumstances beyond his or her control that arose after obtaining F-1 status.
4. The student has demonstrated that the employment is necessary to avoid severe economic hardship due to unforeseen circumstances beyond the student's control and has demonstrated that employment is unavailable or otherwise insufficient to meet the needs that have arisen as a result of the unforeseen circumstances.
5. The job must be limited to 20 hours per week while school is in session and can be full-time during official school breaks.

STEP ONE: Procedures to Request Off-Campus Recommendation

Complete and submit this application to request off-campus employment recommendation to the DSO at Westcliff University. The DSO will review the given information and approve or deny the student's request. If the request is approved, the DSO will update SEVIS with a recommendation for off-campus employment and print the Form I-20, which includes the DSO recommendation on page 2. The student and the DSO will need to sign the respective attestations on the page.

- Include a detailed description on the circumstances causing economic difficulty and explain why other employment options are unavailable or insufficient
- The student can write a statement describing the unforeseen hardship situation and, if possible, should attach supporting documentation; for example, a letter from home telling of a change in family circumstances or proof of a currency devaluation in the student's country.

STEP TWO: Procedures to Apply for Economic Hardship Work Authorization with USCIS

Only continue with the following procedures if you were approved for off-campus recommendation.

After the DSO approves and recommends off-campus employment, students must then apply for an EAD by filing with USCIS: Form I-765 with the correct filing fee; a copy of the properly executed Form I-20 bearing the DSO's recommendation; and documentation supporting the student's economic necessity

Assemble the documents in the following order:

- Complete Form I-765, Application for Employment Authorization

- Check www.uscis.gov for the most recent version and for the “*Instruction Form I-765*” for additional and specific details
 - Respond to Question 20 using the code: **(c)(3)(iii)**.
 - Each application must be properly signed and filed. A photocopy of a signed application or a typewritten name in place of a signature is not acceptable.
- Provide a \$410 check or money order for the I-765 fee payable to *Department of Homeland Security*. The correct filing fee for Form I-765 must be included, unless the student wishes to request a fee waiver, in which case the student should also include a properly completed and documented Form I-912, Request for Fee Waiver. The student should review [USCIS guidance on fee waivers](#) before completing Form I-912.
- A copy of Form I-94, Arrival-Departure Record (front and back).
- A copy of your last EAD (front and back). If no prior EAD has been issued, you must submit a copy of a government-issued identity document, such as a passport showing your picture, name, and date of birth; a birth certificate with photo ID; a visa issued by a foreign consulate; or a national ID document with photo and/ or fingerprint. The identity document photocopy must clearly show the facial features of the applicant and the biographical information
- Two (2) identical passport-style color photographs
- Photos must be taken no earlier than 30 days of filing your application. The photos must have a white to off-white background, be printed on thin paper with a glossy finish, and be unmounted and unretouched.
 - The passport-style photos must be 2” by 2”. The photos must be in color with full face, frontal view on a white to off-white background. Head height should measure 1” to 1 3/8” from top to bottom of chin, and eye height is between 1 1/8’ to 1 3/8” from bottom of photo. Your head must be bare unless you are wearing headwear as required by a religious order of which you are a member. *Using pencil or felt pen, lightly print your name and Alien Receipt Number on the back of the photo.*
- Copy of Form I-20 issued with DSO recommendation for economic hardship employment;
- If you do not have this form, ask the DSO to print out your I-20 with the recommendation
 - Make sure to sign the I-20 (the “STUDENT ATTESTATION”) before you make a copy.
 - I-20 must be issued *within* the last 30 days.
 - USCIS will not return your I-20, so send **only a copy**.
- Photocopy of your passport identity, expiry and visa pages. Students need to send this regardless if they had a prior EAD.
- A letter from the student that explains:
1. Circumstances of economic hardship
 2. On-campus work is unavailable or insufficient
 3. Work will not interfere with studies.
- Documentation to substantiate unforeseen severe economic hardship and unavailability of on-campus employment to meet the need.



Office Use Only: Date Received: _____ Date Completed: _____
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- Students may provide financial statements that support circumstances of economic hardship among other documentation they think will help.

G-1145 - This form will allow the Lockbox facility to send you an email or text message when they receive your application. You can download the form at www.uscis.gov.

- Clip the completed G-1145 to the front of the application or petition you are filing.
- E-Notifications do not include any personal information, including your name, because email and text message are not secure ways for us to transmit this information. The notification will list your receipt number and tell you how to obtain case status information.

Mail your Application to USCIS

- You may bring your completed packet to the DSO for an advisor to review before mailing the application.

Make a copy of the entire packet for your records

Mail your complete packet to the USCIS Phoenix Lockbox:

U.S. Postal Service (USPS) Deliveries (Mail Certified male, Return Receipt requested)	For Express mail and Courier Service Deliveries (UPS, FedEx, DHL, ect.)
USCIS P.O. Box 21281 Phoenix, AZ 85036	USCIS Attn: AOS 1820 E. Skyharbor Circle S Suite 100 Phoenix, AZ 85034



Office Use Only: Date Received: _____
Date Completed: _____

Application for Off-Campus Employment

Student Information			
Last Name	First Name	Middle Name	
Date of Birth (MM/DD/YYYY)		Student ID Number	
Email Address			
U.S. Street Address			
City	State	Zip Code	Phone Number
Country of Citizenship		Immigration Status	
Current Degree Level		Current Major/Concentration	
Date F-1 Status began (MM/DD/YYYY)	Date of Enrollment at WU (MM/DD/YYYY)	Expected Completion (MM/DD/YYYY)	
Employment Start Date (MM/DD/YYYY)		Employment End Date (maximum of 1 year) (MM/DD/YYYY)	

By signing, I certify that all the information provided and the supporting documentation submitted is complete and accurate. I hereby understand all the terms and conditions that apply to off-campus employment and that this application does not guarantee authorization. I further understand that Westcliff University has the right cancel or terminate my record for unauthorized employment if any information is found to be incomplete or inaccurate.

Student Signature _____ Date _____

Once this form is completed, please submit this application to the intlservices@westcliff.edu.

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Date Received and Processed (MM/DD/YYYY) _____	Date Application Approved/Denied (MM/DD/YYYY) _____
<input type="checkbox"/> Application Approved <input type="checkbox"/> Print I-20 with off-campus recommendation DSO Signature: _____ Date: _____	<input type="checkbox"/> Application Denied Reasons: _____ _____