

Off-Campus Employment for Economic Hardship

A student may be eligible for off-campus employment due to severe, unforeseen economic necessity. This off-campus employment must be recommended in SEVIS by the DSO at Mission College, and be approved by USCIS, which issues the employment authorization document (EAD). A student may not begin the off-campus employment until their application has been approved and the EAD received.

Eligibility:

- Student must have F-1 status for at least 1 full academic year.
- 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.

Procedure and Checklist:

- Complete Form I-765, Application for Employment Authorization, using code: (c) (3) (iii) at item 27. This form can be downloaded at www.uscis.gov
- Application fee of \$410 (subject to change)
 - Fee must be a check or money order made out to "U.S. Department of Homeland Security." On the memo field of your check, write your name and SEVIS ID number.
- A written statement describing the unforeseen hardship situation. This statement should include:
 - an explanation of the situation;
 - an explanation of why other employment options (ie: on-campus employment) are not available.
- Backup documentation; for example, a letter from home telling of a change in family circumstances, as well as any other documentation, such as proof of loss of employment or devaluation of currency in home country.
- Photocopies of all previous I-20
- Photocopies of unexpired passport ID page, F-1 visa document and I-94 arrival/departure document (print from: <https://i94.cbp.dhs.gov/I94/#/home#section>)
- Two color passport-size photos
 - photo must be 2"x2" on white background
 - your head must be uncovered unless it is a headdress for religious order
 - In pencil or felt-tip pen lightly write your name on back of photo
- Copy of new I-20 issued from DSO with recommendation for economic hardship employment.

By U.S. Postal Service:	By Courier or Express:
USCIS PO Box 21281 Phoenix, AZ 85036	USCIS Attn: AOS 1820 E. Skyharbor Circle S Suite 100 Phoenix, AZ 85034