

## EMPLOYMENT DUE TO ECONOMIC HARDSHIP

1. In order to be eligible, the student must:
  - be in valid F-1 status for at least one academic year (two semesters)
  - be in good academic standing and registered for a full-course load
  - provide evidence of economic hardship based on unforeseen circumstances beyond the student's control.
  - demonstrate that on-campus employment is either unavailable or insufficient to meet needs.
2. The regulation offer examples of unforeseen circumstance which may cause economic hardship, including substantial fluctuations in the value of currency or exchange rates, inordinate increases in tuition and/or living costs, unexpected changes in the financial condition of a student's sponsor, medical bills, or other substantial and unexpected expenses.

Employment is limited to no more than 20 hours per week when school is in session, full-time during holidays or vacation periods. Employment authorization is automatically terminated when a student fails to maintain status. Students may work for an employer at any job, anywhere in the United States. A job offer is **NOT** required in advance of obtaining employment authorization (EAD) card from the U.S. Citizenship and Immigration Services (USCIS).

3. The following items must be submitted to the International Students & Scholars Office to process an application for off-campus employment based on economic hardship:
  - letter from student explaining unforeseen circumstances causing economic hardship
  - letter from financial sponsor explaining unforeseen circumstances including all relevant supporting documentation
  - financial sponsor's current bank statement
  - I-765 Form
  - Photocopies of all I-20's, I-94 card, passport validity and visa stamp
  - #2 photos, passport size – 2"X2". Write name and I-94 # on back
  - \$340 check or money order payable to USCIS.
4. Make photocopies of all documents to keep for your record. The International Students & Scholars Office **can not** photocopy or mail documents for the student.
5. Mailing instructions are at the bottom of the attached letter. **THE STUDENT IS RESPONSIBLE FOR MAILING ALL MATERIALS TO USCIS.**

**DATE:**

**TO: USCIS**

**FROM: Queens College Int'l Students & Scholars Office**

**RE: Application for ECONOMIC HARDSHIP**

**The following items are enclosed:**

- |   |  |
|---|--|
| 1. <u>X</u> SEVIS I-20 (copy)           | 7. <u>  </u> Prior Employment Card(s) (copies) |
| 2. <u>X</u> I-94 (copy)                 | 8. <u>X</u> Applicant's Explanation            |
| 3. <u>  </u> I-94's Family Member(s)    | 9. <u>X</u> Evidence of Financial Resources    |
| 4. <u>X</u> I-765                       | 10. <u>X</u> Check/Money Order for \$340       |
| 5. <u>X</u> Copy of Visa Stamp          | 11. <u>X</u> Two Photographs for EAD Card *    |
| 6. <u>X</u> Copy of passport's validity |  |

**\*Photos should be "passport" style – 2" x 2"**

----- **DETACH HERE** -----

**Instructions to the Applicant:**

1. Sign line 11 of the SEVIS I-20.
2. Detach above cover letter.
3. Mail enclosed documents "certified mail return receipt requested".
4. Mail the application to:

**USCIS  
Vermont Service Center  
ATTN: I-765  
75 Lower Welden Street  
St. Albans, VT 05479-0001**

5. Allow at least 6 weeks for a response.

<p><b>DO NOT mail passport with this application.</b> <b>DO NOT visit USCIS in person.</b> <b>DO photocopy the entire application before mailing.</b> <b>DO send it certified mail, return receipt requested.</b> <b>DO be prepared to wait. Processing time is indicated above.</b> <b>DO notify the ISSO as soon as you receive a response.</b> <b>DO notify ISSO if you have not received a response in six weeks.</b> <b>DO write your check or money order to the "USCIS".</b></p>
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# I-765, Application For Employment Authorization

**Do not write in this block.**

Remarks	Action Block	Fee Stamp
A#		
Applicant is filing under §274a.12 _____		
<input type="checkbox"/> Application Approved. Employment Authorized / Extended ( <i>Circle One</i> ) until _____ (Date). _____ (Date). Subject to the following conditions: _____ Application Denied. <input type="checkbox"/> Failed to establish eligibility under 8 CFR 274a.12 (a) or (c). <input type="checkbox"/> Failed to establish economic necessity as required in 8 CFR 274a.12(c)(14), (18) and 8 CFR 214.2(f)		

I am applying for:  Permission to accept employment.  
 Replacement (*of lost employment authorization document*)  
 Renewal of my permission to accept employment (*attach previous employment authorization document*).

1. Name (Family Name in CAPS) (First)	(Middle)	Which USCIS Office?	Date(s)
2. Other Names Used (Include Maiden Name)	Results (Granted or Denied - attach all documentation)		
3. Address in the United States (Number and Street)	(Apt. Number)	12. Date of Last Entry into the U.S. (mm/dd/yyyy)	
(Town or City)	(State/Country)	(ZIP Code)	13. Place of Last Entry into the U.S.
4. Country of Citizenship/Nationality	14. Manner of Last Entry (Visitor, Student, etc.)		
5. Place of Birth (Town or City)	(State/Province)	(Country)	15. Current Immigration Status (Visitor, Student, etc.)
6. Date of Birth (mm/dd/yyyy)	7. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		
8. Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Widowed	8. Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Divorced		
9. Social Security Number (Include all numbers you have ever used) (if any)	16. Go to <b>Part 2</b> of the Instructions, Eligibility Categories. In the space below, place the letter and number of the category you selected from the instructions (For example, (a)(8), (c)(17)(iii), etc.). Eligibility under 8 CFR 274a.12 ( ) ( ) ( )		
10. Alien Registration Number (A-Number) or I-94 Number (if any)	17. If you entered the Eligibility Category, (c)(3)(C), in item 16 above, list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number in the space below. Degree: _____ Employer's Name as listed in E-Verify: _____ Employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number _____		
11. Have you ever before applied for employment authorization from USCIS? <input type="checkbox"/> Yes (If yes, complete below) <input type="checkbox"/> No			

## Certification

**Your Certification:** I certify, under penalty of perjury under the laws of the United States of America, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the Instructions in **Part 2** and have identified the appropriate eligibility category in **Block 16**.

Signature \_\_\_\_\_ Telephone Number \_\_\_\_\_ Date \_\_\_\_\_

**Signature of person preparing form, if other than above:** I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.

Print Name \_\_\_\_\_ Address \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Remarks	Initial Receipt	Resubmitted	Relocated		Completed		
			Rec'd	Sent	Approved	Denied	Returned