Severe Economic Hardship is new, unexpected circumstances beyond the student’s control creating severe economic hardship. These may include:

- Substantial decrease in the relative value of currency the student depends upon to pay expenses
- Unexpected changes in the financial conditions for a student's sources of financial support
- Unexpectedly large medical bills not covered by insurance
- Other substantial, unexpected expenses

The employment authorization is granted by USCIS in increments of one year at a time. The authorization allows the student to work for any employer up to 20 hours per week while they are registered full-time. The student may work more than 20 hours per week during breaks and summer. Economic Hardship employment authorization is automatically terminated when a student graduates, falls out of status, or transfers to a new school. This employment will not affect OPT.

**Eligibility Requirements:**

- An F-1 student must have remained enrolled for at least one academic year, in status and in good academic standing.
- The student must be unable to get on-campus employment, or the pay from available on-campus employment must be insufficient to meet financial needs.
- The student must be able to show that working will not adversely impact their ability to attend school full-time and maintain academic standing.
- The student must show evidence that severe economic hardship is due to unforeseen circumstances beyond their control.

**Process for Applying for Economic Hardship Employment Authorization:**

- Meet with an International Student Advisor before applying for Economic Hardship to discuss questions and eligibility
- Complete all required student documents
- Make one hour appointment with International Student Advisor and bring all completed student documents to appointment. At this appointment, the International Student Advisor (DSO) will review all documents and issue an I-20 certified for eligibility for off-campus employment due to severe economic hardship
- Student mails in all documents to USCIS
- Student waits for response from USCIS and EAD card before starting work

Approval for off-campus employment is good for one year. If the student needs to continue working off-campus, the student must re-apply.

See other side of paper for required documents.
Required Economic Hardship Employment Authorization Application Documents

Student Completes:
□ Form I-765 filing fee in a check or money order payable to U.S. Department of Homeland Security. Visit https://www.uscis.gov/i-765 for current fees. (Note, most recently the fee was $410.)
□ Completed Form G-1145 https://www.uscis.gov/g-1145
  o Not required, but can be submitted to get text/email notification when USCIC accepts application.
□ Two ADIT-style/passport photos
□ Copies of passport photo page, F-1 visa document or Change of Status Approval Notice, and I-94 document
□ Copies of all past Employment Authorization Documents/work permit cards (if applicable)
□ Copy of Social Security Card (if applicable)
□ Copy of transcript- evidence you have been in valid F-1 status for one full academic year, in good standing
□ Letter in English from your sponsor explaining why promised funds are no longer available (if applicable)
□ Letter from student:
  o describing the unforeseen hardship situation and why on-campus employment opportunities are unavailable or insufficient
  o with evidence that accepting employment will not interfere with enrollment in a full course of study and that the employment is necessary to avoid severe economic hardship
  o Attach supporting documentation (examples: a copy of the sponsor’s death certificate or proof of a currency devaluation in your country)

Century College International Student Advisor (DSO) Completes:
□ Updated Form I-20 certified for eligibility for off-campus employment due to severe economic hardship with DSO signature, and student signature

Make two copies of all documents. One copy goes on file at Century College, one copy goes to student and originals are mailed to USCIS.

Please verify the filing address at: https://www.uscis.gov/i-765-addresses prior to submission.

***Application materials must be received by USCIS within 30 days of DSO certifying eligibility for off-campus employment in SEVIS***