



Application for I-20 for Economic Hardship Employment Authorization

An eligible F-1 student may request off-campus employment work authorization 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. (8CFR214.2(f)(9)(ii)(D))

Biographical Data			
Family Name:	First and Middle Name:	Birth Date:	
Email:		UNT Student ID:	
U.S. Street Address:			
City:	State:	Zip:	Phone #:
Country of Citizenship:		Immigration Status:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Current degree level:	Current Major:	Expected Completion (Semester/Year):	
Date you began studies at UNT:		Date you began F-1 Status:	
Employment Start Date:		Employment End Date: <i>(Maximum one year)</i>	

Requirements and Details:

- Must have been in F-1 status for at least one full academic year.
- The student is in good standing as a student and is carrying a full course of study.
- Must prove to USCIS that employment is necessary due to severe economic hardship caused by circumstances beyond your control.
- You may work 20 hours/week when enrolled and full time when not enrolled.
- An application does not guarantee approval to work. Once you mail your application, USCIS will make a determination on whether the employment authorization is warranted.
- Work ends immediately upon program completion or I-20 end date or upon transfer to a new school.

**I have fully completed the above information and understand the regulations regarding this process:
If I have any questions, I will consult with an ISSS Advisor.**

Signature:	Date:
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Application for USCIS

Assemble your documents in this order:

- \$410 check or money order payable to *Department of Homeland Security*.
- Two (2) color passport style photos
 - Guidelines: Color photos with a **white background** taken no earlier than 30 days before submission to the USCIS. They should be unmounted, glossy and unretouched. The photos should be a full frontal pose, such as a passport photo. Your head should be bare unless you are wearing a headdress as required by a religious order to which you belong. A photographer familiar with “passport photos” can help you. For additional information see “Photograph Requirements” on the Department of State website for details.
 - Lightly print your name and your I-94 number, if known, on the back of each photo with a pencil. We recommend you place both photos in a small plastic bag or envelope so they don't get lost in the rest of application.
- Completed Form I-765 form (check www.uscis.gov for most recent version)
 - Respond to Q. #27 by writing **(c)(3)(iii)** within the parentheses.
- Letter from student that: 1) Explains circumstances of economic hardship, 2) that on-campus work is unavailable or insufficient and 3) that work will not interfere with studies.
- Documentation to substantiate unforeseen severe economic hardship and unavailability of on-campus employment to meet the need.
- Photocopy of pages 1 and 2 of the I-20 showing the Employment Authorization 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 both sides of your I-94 card.
- Photocopy of your passport identity, expiry and visa pages.
- Official Transcripts.
- Photocopies of Previous EAD Cards* (If applicable)

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- G-1145 This form will allow the Lockbox facility to send you an email or text message when they receive your application. You do not have to send it. You can download the form at www.uscis.gov.*

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

Mail your Application to USCIS

- Make a copy of the entire packet for your records
- Mail your complete packet to the Dallas Lockbox:

USPS Deliveries (Mail Certified mail, Return receipt requested)	For Express Mail and courier service Deliveries (UPS, FedEx, DHL, etc.)
USCIS PO Box 660867 Dallas, TX 75266	USCIS Attn: AOS 2501 S. State Highway 121, Business Suite 400 Lewisville, TX 75067

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