

## **EMPLOYMENT AUTHORIZATION BASED ON ECONOMIC NECESSITY**

### ***Background Information***

If no jobs are available on campus, it may be possible for you to apply for employment authorization based on unexpected economic hardship. To qualify you must be in valid F-1 status for one academic year and you must be in good academic standing.

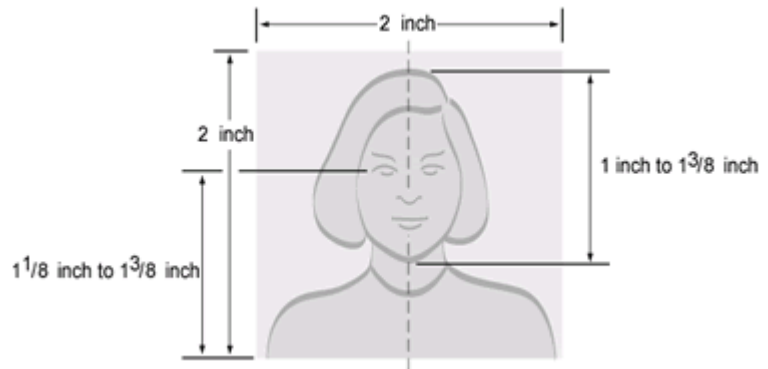
Conditions creating economic hardship may include loss of a scholarship or on-campus employment through no fault of your own, unexpected changes in the financial condition of your sponsor, substantial fluctuations in the value of your home currency or exchange rate, inordinate increases in tuition and fees, and unforeseen medical bills or other substantial and unexpected expenses. You must be able to document any of the above circumstances.

This application is made to the U.S. Citizenship and Immigration Services (USCIS). If you are granted off-campus employment authorization you may work up to 20 hours per week when school is in session and full-time during holidays and school (summer/winter) vacations.

### ***Application Procedures***

- I. Submit the following documents to the International Education Center (IEC):
  - a) Complete the online [Request for I-20 form](http://www.brookdalecc.edu/international) from IEC the website: [www.brookdalecc.edu/international](http://www.brookdalecc.edu/international)
  - b) Completed and signed form I-765 (available on-line at [www.uscis.gov](http://www.uscis.gov) )
  - c) Documentation justifying the need for work permission based upon economic necessity
  - d) Your current transcript and class schedule
  - e) Letter addressed to USCIS explaining the need for work permission based upon economic necessity
  
- II. An IEC staff member will:
  - a) Verify your eligibility to apply for economic necessity employment
  - b) Return to you forms I-20, I-765, your letter and supporting documentation
  
- III. Assemble your application in the order below:
  - a) Check or money order made payable to the Department of Homeland Security for **\$410** (staple to right center of form I-765)
  - b) Original form I-765

- c) Two passport style photos in small plastic bag stapled to bottom page of form I-765



- d) Photocopy of your I-20 with recommendation for employment due to economic necessity
- e) Photocopy of all previous I-20 forms
- f) Photocopy of your I-94 printed from [www.cbp.gov/i94](http://www.cbp.gov/i94) or your approval notice for F-1 status form I-797
- g) Two passport style photos (as shown below):
- h) Photocopy of passport including picture, expiration date and visa page
- i) Other supporting documents (indicated in section 1, items b-e)
- IV. Make a copy of your entire application and/or scan and save it as a PDF document.
- V. Email a scanned copy of your application to [international@brookdalecc.edu](mailto:international@brookdalecc.edu) for the IEC to review prior to mailing.
- VI. Mail your application to USCIS:

For U.S. Postal Service deliveries (USPS):

**USCIS**  
**PO Box 660867**  
**Dallas, TX 75266**

For Express mail and courier service deliveries:

**USCIS**  
**Attn: AOS**  
**2501 S. State Hwy. 121, Business Suite**  
**400**  
**Lewisville, TX 75067**

You will receive a receipt showing a USCIS case status number. You may check the status of your application on-line at [www.uscis.gov](http://www.uscis.gov). If approved, the USCIS will mail your work permit to the address you gave on form I-765.