

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. This application is made to the U.S. Citizenship and Immigration Services (USCIS).

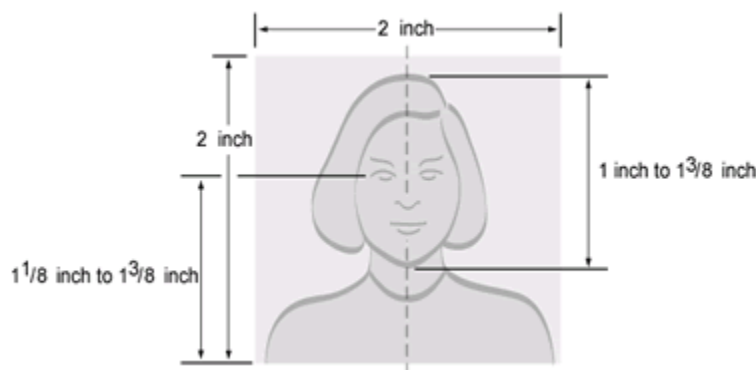
To qualify you must be in valid F-1 status for one academic year and you must be in good academic standing. In general, undergraduate students must have a minimum 2.00 overall grade point average.

Conditions creating economic hardship may include loss of financial aid 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.

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) vacations.

Application Procedures

- 1) Submit the following documents to the International Education Center (IEC):
 - a) Completed and signed form I-765 (available in the IEC or on-line at www.uscis.gov)
 - b) Letter addressed to USCIS explaining the need for work permission based upon economic necessity
 - c) Documentation justifying the need for work permission based upon economic necessity
 - d) A list of your assets, income and expenses
- 2) 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
- 3) You must then mail application to USCIS, P.O. Box 660867; Dallas, TX 75266. For express mail and courier deliveries: USCIS, Attn: AOS; 2501 S. State Hwy. 121, Business Suite 400; Lewisville, TX 75067. If your application is approved, you will be issued an Employment Authorization Document (EAD) for employment based upon economic necessity. Submit the following documents in the order below:
 - a) Check or money order made payable to the Department of Homeland Security for \$410.
 - b) Original form I-765
 - c) Photocopy of your I-20 with recommendation for employment due to economic necessity
 - d) Photocopy of all previous I-20 forms
 - e) Photocopy of both sides of your I-94 card or print I-94 from www.cbp.gov/i94
 - f) Two passport style photos (as shown below):



- g) Photocopy of passport including picture, expiration date and visa page
- h) Other supporting documents (indicated in section 1, items b-d)

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 If approved, the USCIS will mail the EAD to the address you gave on form I-765.