



Who Is Eligible To Apply for Severe Economic Hardship?

Students in valid F-1 status are eligible to apply for Severe Economic Hardship provided that

1. they are in good standing and carrying a full course of study
2. they can demonstrate unforeseen economic hardship
3. employment opportunities on campus are otherwise unavailable or insufficient
4. they have been in F-1 status for 1 academic year; AND
5. acceptance of employment will not interfere with the students' full course of study.

Students are required to make a good faith effort in locating employment on campus before applying for employment based on severe economic hardship.

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Authorization for Severe Economic Hardship is granted by the U.S. Citizenship & Immigration Services (USCIS). Applications are submitted to USCIS in Lincoln, Nebraska and may take up to 90 days to process. Since you must have the authorization before you begin working, be sure to apply well in advance. The USCIS will issue you an Employment Authorization Document (EAD), which is photo identification that states the dates for which you are authorized to work.

How many hours can I work?

Students are limited to 20 hours of Severe Economic Hardship employment per week during school terms, but may work more than 20 hours per week during the summer term, and spring and winter breaks. Employment authorization is granted in one-year intervals.

Checklist to Apply for Severe Economic Hardship Employment Authorization

- Complete the Documentation of Severe Economic Hardship form (see attached) including letter and documentation of changes in economic situation
- Obtain 2 photos taken within last 30 days (see attached): *Write your name and I-94 number on the back of each photo*
- Complete the I-765 according to the sample enclosed: <http://www.uscis.gov/files/form/I-765.pdf>
- Photocopy ALL 1-20 forms (1st and 3rd pages ONLY; Do NOT staple.) Remember to sign all copies prior to copying
- Photocopy your visa and passport picture page
- Photocopy the front and back of your I-94
- Photocopy your driver's license
- Photocopy any and all Employment Authorization Document (EAD) cards issued to you
- Write a check for \$380.00 to U.S. Department of Homeland Security
- Make an appointment with an international student advisor in the OISS
- Receive cover letter from OISS (during appointment)
- Receive new I-20 from OISS (during appointment)
- Submit all application materials to the USCIS via certified mail

Important Notes. Please read.

- You may not begin employment until you have received your EAD. Working without proper authorization is a serious violation of your F-1 status.
- If your current Social Security card is stamped "not valid for work purposes," you must update your records with the Social Security Administration after receiving employment authorization for Severe Economic Hardship. To do so, take your Employment Authorization Document (EAD), Social Security card, I-20 and passport to the local Social Security Administration office. Social Security Tax (FICA) should **not** be withheld from your wages during your first five years in the U.S. However, your earnings are subject to federal, state, and local income taxes.



DOCUMENTATION OF SEVERE ECONOMIC HARDSHIP

Please Print Clearly and Attach Addition Sheets, if Necessary

LAST NAME		FIRST NAME (as it appears in passport)		IUSB ID#
E-MAIL		PHONE		
LOCAL ADDRESS				
CITY		STATE		ZIP CODE
CUMULATIVE GPA		EXPECTED GRADUATION DATE (mm-dd-yyyy)		
ACADEMIC ADVISOR		ACADEMIC DEPARTMENT		

FINANCIAL SUPPORT SOURCES AS LISTED ON YOUR I-20

PERSONAL FUNDS	\$	_____
FUNDS FROM SCHOOL	\$	_____
FUNDS FROM ANOTHER SOURCE	\$	_____
ON-CAMPUS EMPLOYMENT	\$	_____
TOTAL	\$	_____

DO YOU HAVE DEPENDENTS IN THE U.S.? NO YES: PLEASE LIST NAMES AND AGES BELOW

LIST ALL FUNDS AVAILABLE FOR THE NEXT YEAR. IF YOU WILL BE HERE LESS THAN ONE YEAR, INDICATE BY CHECKING HERE

PERSONAL FUNDS (ATTACH BANK STATEMENT)	\$	_____	
FUNDS FROM SCHOOL (SCHOLARSHIP, ASSISTANTSHIP, FELLOWSHIP)	\$	_____	
SPONSOR FUNDS	\$	_____	
FUNDS FROM ANOTHER SOURCE	\$	_____	Indicate Sources: _____
ON-CAMPUS EMPLOYMENT	\$	_____	
TOTAL FUNDS AVAILABLE NEXT YEAR	\$	_____	

DETAIL YOUR ANNUAL BUDGET

TUITION, FEES, BOOKS AND SUPPLIES	\$	_____
HOUSING AND UTILITIES	\$	_____
FOOD, HEALTH INSURANCE, MEDICAL/DENTAL, MISCELLANEOUS	\$	_____
TOTAL BUDGETED EXPENSES FOR NEXT YEAR	\$	_____

CALCULATE DIFFERENCE

TOTAL FUNDS AVAILABLE NEXT YEAR	\$	_____
TOTAL BUDGETED EXPENSES FOR NEXT YEAR	\$	_____
DIFFERENCE	\$	_____



DOCUMENTATION OF SEVERE ECONOMIC HARDSHIP

BREIFLY DESCRIBE YOUR EFFORTS OT FIND ON-CAMPUS EMPLOYMENT AND SUBMIT SUPPORTING MATERIALS.

ATTACH A LETTER IN WHICH YOU EXPLAIN YOUR FINANCIAL HARDSHIP.

Student with sponsors who are not able to meet their commitments must attach a letter of explanation from the sponsor. Other documentation to include may be copies of a recent exchange transaction showing the currency level, or a letter from the primary source of funding indicating why the hardship could not have been foreseen.

I certify that

- 1) I have been in F-1 status for at least nine months;
- 2) I have an unexpected financial hardship as described above and to the extent that work based on economic necessity is required;
- 3) on-campus work is unavailable or insufficient for my needs;
- 4) I am enrolled in and will continue in a full course of study;
- 5) I have been making satisfactory progress toward completion of studies and I am not on academic probation and
- 6) I have current health insurance coverage.

SIGNATURE

DATE (mm-dd-yyyy)