International Student (F1) Process for Applying for Severe Economic Hardship Off-Campus Employment

Severe Economic Hardship

Severe Economic Hardship employment allows an F-1 student to work while studying. If other employment opportunities are not available or are otherwise insufficient, 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. Severe economic hardship employment, if approved, allows up to (but not more than) 20 hours per week.

The Designated School Official (DSO) of a SEVIS school must complete such certification in SEVIS. The DSO may recommend the student for work off-campus for one year intervals by certifying that:

1. The student has been in F-1 status for one full academic year;
2. The student is in good standing as a student and is carrying a full course of study;
3. The student has demonstrated that acceptance of employment will not interfere with the student's carrying a full course of study; and
4. The student has demonstrated that the employment is necessary to avoid severe economic hardship due to unforeseen circumstances beyond the student's control and has demonstrated that employment is unavailable or otherwise insufficient to meet the needs that have arisen as a result of the unforeseen circumstances.

To begin the process of applying for Severe Economic Hardship, student must notify Registrar/Student Services abigby@roseman.edu or visit Angela Bigby in room 1132 (appointment may be required).

If sending email, please include the following information:

- First and Last Name
- Program and year in program
- A written request for Severe Economic Hardship employment (student must have been in F1 status for at least one calendar year).
- Desired start-date of employment - send this information to DSO via email prior to appointment (May not be before student has met the one year requirement as an F1 student) Note: Desired start date may be back-dated by USCIS.

Acquire the following documents (all copies will need to be made prior to next meeting with DSO):

- Current version of application for Severe Economic Hardship (Form I-765) found at the link below:
  Line 16 is “c 3 ili”
  Please note: Student Signature needs to be inside the signature box or it can be rejected.
- Two immigration-style photos - photos must have been taken no more than 30 days before filing the form;
- Copy of student's I-94 (front and back);
- Copy of the ID pages from the student's passport (or for applications for renewal of work authorization, a photocopy of the previously issued EAD);
- Document that specifies the circumstances causing the economic need – student can write a statement and provide evidence (backup documentation); also include a statement why other employment options are unavailable/insufficient;
- I-765 filing fee (check or money order) or fee waiver form payable to “U.S. Department of Homeland Security”

Schedule a 30-minute meeting with Angela Bigby (and bring documents above). You will then be provided with the following:

- Newly printed Form I-20 with the Economic Hardship endorsement, signed by the DSO AND the student on page 1 and (signed/dated by DSO) page 3. Note: The student must file an application (I-765, signed I-20, and fee) within 30 days of the DSO's SEH recommendation in SEVIS, and within other filing deadlines.

Final steps taken by student (Make copies of all documents for your own file – DSO will not make these copies for you):

- Mail all of the above documents to the USCIS Lockbox facility with jurisdiction over the student's place of residence.
  For Utah students, the U.S. Postal Services (USPS) delivery address is: UScis
  P.O. Box 21281
  Phoenix, AZ 85036
  The expedited courier address is: USCIS
  Attn: AOS
  1820 E. Skyharbor Circle S.
  Suite 100
  Phoenix, AZ 85034

- Fax a signed/dated copy of the Employment Authorization Card received from USCIS to Roseman Registrar/Student Services. Once received, an updated I-20 will be mailed to the student. Note: Fax number listed below.