



International Student Services / 2020 E Maple St, North Canton, OH 44720 / 330-490-7015

## Off-Campus Employment Authorization for Severe Economic Hardship

**What is it?** This special employment authorization permits the student to work off-campus. The total number of hours of employment (on and off campus) must not exceed 20 hours per week during the academic year. Students may work full time during winter break and summer break. The employment does not need to be related to your field of study. The authorization is valid for one year, or until the end of the academic program, whichever is shorter. Authorization is renewable if you are qualified to reapply and USCIS approves.

**Who is eligible?** Student must have been in F-1 status for at least one full academic year and prove to the USCIS that employment is necessary due to severe economic hardship caused by circumstances beyond his or her control that arose after obtaining F-1 status.

### Application Process:

Document the circumstances causing the economic need. Describe the unforeseen hardship situation and attach backup documentation (for example, a letter from home telling of a change in the family circumstances or proof of a currency devaluation in your home country)
Explain why other employment options are unavailable or insufficient. Include your current expenses, anticipated expenses, and available funding sources such as on-campus employment or scholarships.
Complete Form I-765, Application for Employment Authorization, using the code: <b>(c)(3)(iii)</b> at item 16. <a href="http://www.uscis.gov/files/form/I-765.pdf">http://www.uscis.gov/files/form/I-765.pdf</a>
Obtain 2 passport-style photos
Current transcript (this may be obtained from the Student Service Center)
Provide a check or money order for the I-765 fee (\$340 as of 02/20/09)

Submit these documents, along with your current I-20, passport, visa, and I-94 to the Director of International Student Services. The Director will issue a new I-20 recommending the employment authorization. The application and required documents will be mailed to U.S. Citizenship and Immigration Services. Current processing time is around three months. You may not begin off-campus employment until you receive the Employment Authorization Document.

If you have further questions, please contact the Director of International Student Services at 330-490-7105.