



F-1 ECONOMIC HARDSHIP APPLICATION

F-1 Federal Regulations: *"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."*

Eligibility

- Must have been in F-1 status for at least one full academic year.
- Students must maintain their F-1 status during the authorization, including full-time enrollment.

Note: Work authorization ends if a student transfers schools, or completes their program. You must apply for EAD card from USCIS and receive EAD before employment begins.

Work Location & Duration

- Designed for off-campus employment.
- Granted by USCIS for one year at a time, or until the program end date, whichever is shorter.

Hours per week

- Limited to a total of 20 hours of work per week while school is in session. You cannot work 20 hours off campus and 20 hours on campus while school is in session. Employment is limited to an overall total of 20 hours.
- Employment can be full-time during official school breaks.

Field of Work

- Can be any off-campus job. Does not have to be related to course of study.

Approval Process

The International Affairs Office will review the application materials before you mail it to USCIS. Please submit the following materials to the International Affairs (IA) Office for review by email (international@uccs.edu):

- A completed Form I-765. At item 27, you must use the code (c) (3) (iii). You can print out the I-765 form from www.uscis.gov and by clicking on "FORMS" on the top of the menu bar.
- A letter from you describing the sudden, unforeseen economic hardship situation. You should also explain why other employment options are unavailable or insufficient.
- If you have a financial sponsor, a letter from your financial sponsor, explaining why they cannot provide you with financial support and how circumstances have changed.
- Include verification of your situation. Examples: A letter from your academic department if there was an unforeseen change in departmental funding; newspaper article or other documentation to support claims of currency devaluation, a freeze on transferring money abroad, or a natural disaster.
- 2 identical passport style photos less than 30 days old with your name and I-94 number written in pencil on the back.
- Copy of your I-94 record showing your last entry into the U.S. and your current status.
- Copy of passport bio page and F-1 visa
- A copy of your new I-20 with a recommendation for economic hardship (this is to be prepared by the IA Office).

When mailing application to USCIS, be sure to **attach a check or money order for the application fee** **(see USCIS Fee Schedule: [Fee Schedule | USCIS](#))**. The check or money order should be made payable to **U.S. Department of Homeland Security**. If you plan to file for a waiver of the fee, then you will need to submit Form I-912, Request for Fee Waiver, along with your application. This form requires that you clearly show that you are unable to afford the filing fee.

For FedEx, UPS, and DHL deliveries, if your address is in Colorado, send your application to:

USCIS
Attn: I-765 C03 (Box 805373)
131 South Dearborn - 3rd Floor
Chicago, IL 60603-5517