



International Student Program

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**SEVERE ECONOMIC HARDSHIP EMPLOYMENT
APPLICATION CHECKLIST**

Eligibility

To be considered for employment based on Severe Economic Hardship you must:

1. have been in F-1 status for at least 1 full academic year (2 semesters);
2. must prove to the USCIS that employment is necessary due to severe economic hardship caused by circumstances beyond your control that arose after obtaining F-1 status.
3. limit your employment to 20 hours a week while school is in session.

Required Documents/ Evidence

1. Form G-1145 (E-Notification of Application/ Petition Acceptance)(optional)
2. Fee of \$340.00 payable to "DHS" by check or money order. (**New fee of \$380 effective on November 23, 2010**)
3. 2 passport size photographs
4. Original Form I-765 Application for Employment Authorization (can be downloaded from <http://www.uscis.gov>) marked in #16 with (c)(3)(iii).
5. Photocopy of SEVIS Form I-20 with DSO's recommendation for economic hardship employment
6. A letter explaining the circumstances of the unforeseen hardship situation. This should include supporting materials documenting the unforeseen nature of the economic hardship and to the extent possible, the unavailability of on-campus employment to meet your need.
7. While optional, it is highly recommended that you submit the last 3 months of your and/ or your sponsor's financial statements.
8. Photocopy of passport showing validity date, biographical page, and nonimmigrant visa page.
9. Photocopy of Form I-94 (front and back)
10. Photocopy of previously issued Employment Authorization Document (EAD) (front and back) (if applying for a renewal of work authorization).