

OFF-CAMPUS EMPLOYMENT DUE TO SEVERE ECONOMIC HARDSHIP F-1 Visa Students

Definition:

Based on federal statute 8 CFR 214.2 (f)(9)(ii)(C)-(D) and (F), an F-1 student may receive permission from the United States Citizenship and Immigration Services (USCIS) to work off-campus. This off-campus work permission is given if two conditions are present. One, the student has severe economic hardship caused by unforeseen circumstances beyond the student's control. Two, the student's other on-campus employment opportunities are not available or are not sufficient to meet the student's financial needs. These unforeseen circumstances may include:

1. Loss of financial aid or on-campus employment without any fault of the student.
2. Large changes in the value of currency or the exchange.
3. Unreasonable increases in tuition and/or living costs.
4. Unexpected changes in the financial condition of the student's source of support.
5. Unexpected medical bills or other expenses.

Requirements:

1. The student must have been in F-1 status for one-full academic year (at least 9 months at their current degree level).
2. The student must have made sincere efforts to locate on-campus employment.
3. The student must be in good academic standing and carrying a full course of study.
4. The student must show that accepting employment will not interfere with carrying a full course of study.
5. This type of work permission allows students to work a total of 20 hours – on or off campus – while school is in session. During vacations, students may work for 40 hours.
6. Employment may not begin until the Employment Authorization Document (EAD) has been received.

Procedure:

A student applies by sending the following information to USCIS:

1. Letter thoroughly explaining their personal economic hardship. This letter should include a detailed explanation of the financial difficulty, efforts the student has taken to gain other employment, reasons why present employment is not sufficient, etc.
2. Documents and other information which demonstrate and provide detailed evidence of the student's economic hardship. This evidence may include:
 - a. Medicals bills.
 - b. Letters from family members about loss of support, illness in the family, political or economic instability, natural disaster, etc.
 - c. Bank statements, newspaper or magazine articles, bank verifications of a significant devaluation of the home country's currency, photographs, and any other supporting documentation.
 - d. Statements concerning the student's loss of financial aid or sponsorship.
3. USCIS immigration form I-765. *
4. Two color passport photos. **
5. Copy of SEVIS I-20 (Issued by International Programs & Services).
6. Copies of valid passport, visa, and I-94.
7. List of financial assets, monthly income, expenses, etc.
8. Fee of \$340 (check or money order made payable to USCIS).

After you get the needed documents, make an appointment with Jeff Hashman, jhashman@pittstate.edu, 235-4383, or contact International Programs & Services to make an appointment.

* Form I-765 may be downloaded and completed from <http://www.uscis.gov/portal/site/uscis> (Sample copy attached.).

** Photos may be obtained at Pittsburg Post Office, 702 North Locust, Pittsburg, KS, 66762, 231-6000, hours are M-F 9-11 a.m. & 2-4 p.m., cost \$15.