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## SEVERE ECONOMIC HARDSHIP EMPLOYMENT

**Overview:** Economic hardship employment is off-campus employment authorization that is for economic need, and is not required to be related to your academic program of study. While F-1 students are allowed to enter the U.S. for the purpose of studies, off-campus employment is authorized only in cases of severe economic hardship occurring after a student's enrollment in an academic program. This is a case-by-case exception made for students who can show that new, unexpected circumstances beyond their control have created severe economic hardship.

**Eligibility:** The student must meet these eligibility criteria:

1. Student has been in F-1 status for at least **one academic year** (or **9 months**)
2. Student is maintaining F-1 status (full-time enrollment etc.)
3. Student is in **good academic standing** (getting passing grades)
4. Can demonstrate that no on-campus employment is available or otherwise it is insufficient to meet his/her need
5. Hardship caused by unexpected circumstances to justify the need. These hardships may include:
  - Loss of financial aid or on-campus employment - not due to student's fault
  - Large increases in tuition or living costs
  - Substantial decrease in the value of currency the student depends on paying expenses
  - Unexpected changes in the financial conditions of the student's financial sponsor(s)
  - Unexpectedly large medical bills not covered by insurance
  - Other substantial, unexpected expenses
6. Provide documentation of economic hardship by submitting evidence, such as affidavits or receipts which demonstrate in detail, the unforeseen economic circumstances that caused the hardship.
7. A letter of justification and a list of income and expenses must be submitted with the application.

**Procedure:** The F-1/J-1 student must receive employment endorsement on a new Form I-20 or DS-2019 before they can apply for Severe Economic Hardship employment.

After the endorsement the student must file a Form I-765 and pay an application fee to the U.S. Department of Homeland Security. If the application is approved, the student will receive an Employment Authorization Document (EAD); and can then begin working off-campus. Employment authorization is granted in increment of one year at a time. Therefore, if an F-1 or a J-1 student needs to continue the Severe Economic Hardship Employment, he or she must reapply each year to renew the work authorization if he/she still meets the eligibility requirements.

However, employment authorization will end if the student transfers from Eastern Kentucky University to another school or completes his/her degree.

Employment is limited to no more than **20 hours** per week when school is in session, full-time (more than 20 hours a week) during holidays or vacation terms.



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## SEVERE ECONOMIC HARDSHIP EMPLOYMENT REQUEST FORM

_____		
Family/Last	First name	Middle
_____		
EKU ID#	Phone	Email
_____		
Level: <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctorate		
Major _____		
Expected Graduation Semester and Year: <input type="checkbox"/> Summer _____ <input type="checkbox"/> Fall _____ <input type="checkbox"/> Spring _____		
_____		
U.S. Local Street Address		
_____		
City	State	Zip Code
_____		
Permanent Foreign Address		City
_____		_____
Province/State/Region	Country	Postal Code
_____		
Proposed Employment Start Date: _____		
<i>Enter at least 30-40 days from today. It takes USCIS about 90 days to process your application.</i>		

## APPLICATION CHECKLIST

Please submit the following items at once to OISSS to apply for Severe Economic Hardship Employment Authorization:

- A **\$410** check or money order made payable to “U.S. Department of Homeland Security”
- Completed Form G-1145, E-Notification of Application/Petition Acceptance. Download Form G-1145 from the USCIS website: <http://www.uscis.gov/files/form/g-1145.pdf>.
- Completed Form I-765 typed or handwritten in blue pen. Make sure the code: **(c) (3) (iii)** is entered on item #16. You may download Form I-765 from the USCIS website: <http://www.uscis.gov/files/form/i-765.pdf>.
- Two identical passport-style photos taken within 30 days (Using a pencil or a pen lightly print your name and I-94 number on the back of each photo).
- A detailed letter describing the hardship and the need for employment authorization to USCIS
- Evidence supporting the claim of hardship made in your letter to USCIS
- Photocopies of all previously issued Form I-20s, including I-20s from other schools
- Photocopies of any previous Employment Authorization Documents (front and back) if applicable.
- Copy of electronic Form I-94 or copy of the paper I-94 (front and back)
- Photocopy of the passport ID pages with expiration date. If you have had a passport extension, please include copies of any pages that show the new expiration date.
- Photocopy of your visa page