Severe Economic Hardship Employment Application Information

 Documentation Required

- Write a letter to Citizenship and Immigration Services.
  - Explain your economic hardship and how you came to be in this situation
    - Be sure to include a clear explanation as to what changed in your financial situation
    - Make it clear how you had no way of knowing that this change in your financial situation would occur and
    - That this change in your financial situation was not your fault
    - Also explain your efforts to find on-campus employment or how the employment you have is not sufficient to meet your financial requirements.
  - Include a budget detailing your expenses – be sure to include your personal expenses not just your educational expenses – and amount of funds you currently have available and the amount and source of funds you should be receiving.
- If applicable, include other documentation such as written communication from your family explaining why they are no longer able to support you, newspaper articles, etc. – anything that can back up the explanation you provided in your letter.

- Two (2) passport photos

- Immigration documents (to be copied in the Center for International Studies)
  - Passport
  - I-94 arrival/departure card (front and back)
  - If you previously applied for employment authorization, provide a copy of your Employment Authorization Card (EAD) or denial notice

- A check or money order for $410
  - Make check or money order payable to “Dept. of Homeland Security”
    - If writing a check:
      - Make sure that there is more than sufficient funds to cover the check – it will be deposited quickly. If the check is returned, your application may never get approved.
      - Checks must contain pre-printed name and address. If your address has changed, mark through the old address and print your new address to the side.
    - Write “I-765 fee” and your I-94 number on the memo line of the check or money order.

- Completed I-765 form (see sample)
  - Items highlighted on the sample should be completed exactly as on the sample – use the DSO's address!

- Schedule an appointment with the DSO
**Instructions for completing the I-765**

- **Download the I-765 Form**
- **Instructions for completing the I-765:**
  - Please refer to the sample I-765 included with the handout.
  - This is a fillable PDF file. Please type the information.
  - Near the top of the form at “I am applying for” check the box for “Permission to accept employment.”
  - **Item number 1:**
    - Enter your family name in all CAPITAL letters
    - Enter your first given name
    - Enter your second given name (if applicable)
  - **Item number 2:**
    - Enter other name(s) you have used while in the U.S. including any *maiden or nicknames*.
      - If you have only used your current legal name, leave the space blank.
  - **Item number 3:**
    - *Fill in the Immigration Specialist’s address as shown on the sample I-765.*
      - Federal law will not allow EAD’s to be forwarded.
      - The DSO will send an email when the receipt and later when the EAD arrives.
      - Tip: Use abbreviations as shown and tab between “Univ.” and “POB 8106.”
  - **Item number 4:**
    - Enter your country of citizenship. If you have citizenship in more than one country, you can put both. List the country that is on your I-20 first.
  - **Item number 5:**
    - Enter the name of the city in which you were born including the state, providence, or territory if applicable, and the name of the country.
  - **Item number 6:**
    - Enter your date of birth with numbers in the mm/dd/yyyy format
  - **Item number 7:**
    - Check the box in front of your gender.
  - **Item number 8:**
    - Check the box beside your marital status.
  - **Item number 9:**
    - Enter your U.S. Social Security Number if you have one
    - *Do not use your Eagle ID number!*
    - If you do not have a Social Security Number, print “will apply for” in the blank. After the employment start date indicated on your EAD, you may apply for a Social Security number.
  - **Item number 10:**
    - Enter the number from your most recent I-94 (arrival/departure) card
  - **Item number 11:**
- If you have not worked in the U.S. during your F-1 status or only worked on-campus or for DSO approved Curricular Practical Training, check the “no” box.
- If you have ever applied to CIS (or INS) for employment authorization, check the “yes” box.
  - Fill in the office to which you applied and the date the application was submitted. If uncertain, talk with the DSO to help you determine the correct information.
  - State if the employment authorization was “granted” (include the dates of employment authorization) or “denied.”
  - Submit a copy of the EAD or the denial notice

- **Item number 12:**
  - Enter the date you last arrived in the U.S.
  - Check your I-94 or passport if you don’t remember the date.

- **Item number 13:**
  - Enter the name of the city in which you entered the U.S.
  - Check your I-94 or passport if you’re uncertain.
  - If you don’t know what the code stands for, ask the DSO.

- **Item number 14:**
  - Enter your status at the time you last arrived in the U.S. (student, visitor, temporary specialty worker, etc.)
  - Check your passport if you’re uncertain.
  - If you don’t know what the code stands for, ask the DSO.

- **Item number 15:**
  - Your current immigration status is “Student.”

- **Item number 16:**
  - Fill in the code like this: (c)(3)(iii).
  - **Under the certification:**
    - Enter your current phone number.
    - Date the form.

- Print the form.

- Sign the form.
  - Try to avoid having your signature touch the line because the signature will be scanned and included on your employment authorization card.