



## Severe Economic Hardship

You may be authorized for temporary employment due to Severe Economic Hardship if the funding for your studies changes significantly through no fault of your own. Examples of circumstances that would likely make you eligible are war or violence that destabilize the business and economy of your home country, the loss of a scholarship or funding on which you depended (a drastic change in your parents' financial circumstances).

This employment authorization is granted for 12 months at a time and is not restricted to work in your field of study. You must have been in F-1 status and enrolled full time for at least nine months before you may apply for this special authorization.

### First Step:

- Complete form I-765 online at [www.uscis.gov/files/form/I-765.pdf](http://www.uscis.gov/files/form/I-765.pdf).
  - For item 16 enter **(C) (3) (iii)**
  - Leave item 17 blank
- Make sure you will remain at the address you list for at least the next 4-5 months; **use the CIE office address if you think you might be moving in the near future.**
- Have two passport photographs taken and lightly print your name with a pencil on the back of each photo.
- Make sure your passport is valid for at least six months beyond the time you apply.
- Obtain documentation of the change in financial condition, i.e., your parents' bank statements before and after the change; notification of the loss of your scholarship; newspaper stories about a natural disaster (tsunami, for ex.) or political unrest or violence.
- Write a check or money order for \$340, payable to the **Department of Homeland Security**.

### Second Step:

Bring to the international student advisor:

- The completed form I-765
- Your passport
- Your I-94
- Your check or money order
- Documentation of the change in your financial circumstances
- Your photographs

The advisor will:

- Recommend "employment authorization due to severe economic hardship" in your SEVIS record
- Print and give you a new SEVIS I-20 and print one to submit with your application
- Review your application
- Photocopy your documents

### Third Step:

The advisor will submit the assembled application to the USCIS service Center in Lincoln, Nebraska:

- Your check or money order
- Form I-765
- Your new SEVIS I-20
- A copy of Form I-94 Departure Record (front and back)
- A photocopy of the bio pages in your passport
- Documentation of the change in your financial circumstances
- Your photos

**ONCE YOU HAVE APPLIED:**

1. In approximately two weeks you will receive a receipt notice. Bring this to CIE to be copied for your file. It bears a receipt number on the upper left corner (beginning with "LIN") that you can enter at this link: [egov.uscis.gov/cris/jsps/index.jsp](http://egov.uscis.gov/cris/jsps/index.jsp) - to check on the progress of your application.
2. As soon as you receive your authorization card ("Employment Authorization Document" or "EAD") bring it to CIE to copy for your file.
3. Processing of your application may take as long as three months

**You must have an EAD in your possession before you start work!**