

OFF-CAMPUS EMPLOYMENT FOR F-1 STUDENTS
(SEVERE ECONOMIC HARDSHIP)

Eligibility:

If you are a nonimmigrant F-1 student, you may be eligible to apply for off-campus employment because of economic necessity brought about by an unforeseen change in financial circumstances. You may be eligible if, (1) you have been in F-1 status for one academic year, (2) you are in good academic standing and enrolled in a full course of study, (3) you can provide documentation of severe economic hardship, and (4) the proposed employment will not interfere with your studies.

Students who wish to work off-campus for economic reasons must apply for an Employment Authorization Document (EAD). **All employment applications must be mailed to the USCIS Nebraska Service Center.**

The beginning date of the off-campus employment will be the date the EAD is processed and will last for 12 months, up to the expected date of graduation. Those wishing to renew the EAD will have to repeat the same application procedures each year and pay the fee each time.

When you get all the items below together, call Michelle Apfeld at 529-2512 and make an appointment with her. She will look over all the documentation, and if everything seems to be in order, you should mail the application to the Nebraska Service Center (see address below). If the application is approved, they will issue an EAD and will mail it to you. If it is denied, CIS will send you a letter with the reason for denial. There is no appeal process for denials. It may take 90 days to get the EAD processed.

You should bring the following to Michelle (216 MacMillan Hall):

- a letter to USCIS explaining the circumstances of the economic hardship. Examples of hardship are: (1) the sponsor is no longer able to provide as much support as originally promised, (2) the currency has depreciated because of a drastic fluctuation in exchange rates (proof of change in exchange rates is also needed), (3) you have unexpected and substantial medical bills or other expenses, (4) you now have a brother or sister in college and your parents are overwhelmed with expenses, or (5) you have lost a grant or an assistantship;
- a letter from your sponsor which explains the reasons why he/she cannot continue to give you the financial support originally agreed upon, or a letter from the dept. that explains why you will no longer have an assistantship;
- a complete list of all your monthly assets and income (savings/checking account, job, money from home, etc);
- a list of all your monthly expenses (rent, phone, electric, meals, tuition, fees, etc.);
- your current Form I-20;
- a copy of both sides of your I-94 (white card stapled in your passport);
- a completed Form I-765 (available in Michelle's office or at <http://uscis.gov/graphics/formsfee/forms/index.htm>);
- two color photos (**2 inches by 2 inches**). You can have photos taken at the Copy Center in Gaskill Hall (9-6065). Make sure the photo is in color, background is white and that you are looking straight ahead toward the camera
- a check for \$175.00 (\$180 as of Oct. 26, 2005), made payable to "DHS";
- a copy of the ID pages of your passport (bring your passport with you when you visit Michelle);
- a copy of other EAD's that have been issued to you (if applicable).

Mail application to:

Nebraska Service Center
850 "S" St.
P.O. Box 87765
Lincoln, NE 68501-7765