

F-1 OFF-CAMPUS EMPLOYMENT BASED ON SEVERE ECONOMIC HARDSHIP

To be eligible to apply for off-campus employment authorization due to severe economic hardship, you must:

- have been an F-1 student for one full academic year
- be in good academic standing and pursuing a full course of study
- demonstrate that acceptance of employment will not interfere with your studies
- demonstrate that the severe economic hardship is due to unforeseen circumstances beyond your control
- demonstrate that on-campus employment is unavailable or insufficient

APPLICATION PROCESSING

Assemble your application documents and submit them to a Designated School Official (DSO) within the Office of Admissions or Academic Advising at Florida Southwestern State College.

- A. The documents you submit will be examined and the recommendation will be recorded on your I-20 before they are assembled and copied.
- B. You **MUST RETURN** to the DSO to pick up your original I-20(s) and the completed recommendation packet ready for mailing. Please allow five business days for processing. You must complete the Employment Authorization Form I-765
- C. Your EAD card will arrive in the mail in approximately 8 weeks, if it is approved by the USCIS.

APPLICATION STEPS:

For a paper-based application, assemble your documents in the following order and present them to the DSO (step 1 in processing--see above):

1. TWO original, glossy color passport photos (Retouched photos not accepted)
2. \$340 check or money order, Payable to: USCIS (NOTE: Paying by check is the recommended method of payment. Occasionally, a receipt will go astray. When it does, you can find your receipt number on the back of your check).
3. Evidence detailing the severe economic hardship due to the unforeseen circumstances
4. A letter of request to USCIS, briefly describing the unforeseen circumstances that require you to seek employment authorization
5. A list of your assets, income, and expenses
6. All I-20's that have been issued to you (NOT photocopies)
7. A completed I-765 (The contact address in I-765 form should be):

**Florida Southwestern State College
Office of Admissions
8099 College Parkway
Fort Myers, Florida 33919**

Access Instructions and form:

<http://www.uscis.gov/files/form/i-765instr.pdf>

<http://www.uscis.gov/files/form/i-765.pdf>

8. Fill it in and then print for legibility
9. Photocopies:
 - Identification page from your passport
 - Your visa
 - Front and back of your I-94

The DSO will review your application and packet of supporting paperwork and then you can mail it out to USCIS.