Off-Campus Employment: Severe Economic Hardship

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Online Resources

www.uwyo.edu/iss

- Workshop Slides
- Eligibility & Application Checklist
- Application Forms
Today’s Presentation

- What is Off-Campus Employment Due to Severe Economic Hardship?
- Eligibility for Off-Campus Employment Due to Severe Economic Hardship
- Application and processing timeline
- Maintaining Status During Employment Authorization Period
- Completion of application forms
What is Severe Economic Hardship Employment Authorization?

- Based on a change in economic support after a student arrives in the US.
- Allows student to work in addition to the 20 hours per week on-campus already allowed by the F-1 status.
- Employment authorization is designed for off-campus use, but there is no specific prohibition on it being used for on-campus employment.
- 20 hours of work per week allowed during fall and spring semesters.
- No USCIS limit on employment hours during spring, summer, and winter breaks.
- Student remains in F-1 status.
- Student must maintain F-1 status.
- Student may apply at any time and lasts for one calendar year.*

*Unless student graduates, transfers, changes degree level, or fails to maintain F-1 status.
Eligibility for Off-Campus Employment

Due to Severe Economic Hardship

- Student must have been in F-1 status for at least one full academic year (a fall and spring semester)
- Student must be in “good academic standing” with the UW - no probation!
- Student must acknowledge that acceptance of employment will not interfere with their enrollment in a full course of study
- Student must prove to United States Citizenship and Immigration Services (USCIS) that employment is necessary due to severe economic hardship caused by circumstances beyond their control that arose after obtaining F-1 status
- Student must prove that on-campus employment is not available or not sufficient to meet their needs that have arisen due to the unforeseen circumstances
- Offer of employment is NOT required for application
Application and Processing Timeline

- Student may apply for employment authorization at any time.
- Student must attend an application workshop or review the slideshow posted on the ISS website. Forms must be completed as directed on the slideshow!
- Collect all application materials and meet with ISS staff to submit application. Can take THREE months or more for approval.
- Receipt notice from USCIS approximately two weeks after application is received by USCIS. Will be emailed to student by ISS staff. Electronic notification from USCIS will arrive approximately one week after application is received by USCIS.
- Track your application online at www.uscis.gov.
- Approval notice/EAD card received by ISS approximately 90 days after receipt date. ISS will email student within 24 hours after the card is received at ISS, approximately 10 days after approval noted on the online tracking.
- Employment is not allowed until EAD card is received and start date has been reached.
- Student may/must re-apply every year.
Maintaining Status During Employment Authorization Period

- Student must continue to maintain F-1 status including:
  - Enroll full-time in the fall and spring semesters
  - Maintain good academic standing with UW
  - Do not work illegally or violate on or off-campus employment rules
  - Continue in degree/program at UW. Transferring to a new school, changing program levels, or graduating will terminate the employment authorization

- Do not work more than 20 additional hours per week using the EAD card, on or off campus during the spring or fall semesters

- Student does not HAVE to work once they receive the EAD and there is no penalty for not using the card

- Employment does NOT have to be related to field of study

- Student does not need to report this employment to USCIS/ISS
Completing the Application - Checklist!

- Complete USCIS Form I-765
- Complete Form G-1145 for electronic notification of application receipt
- Official transcript from the UW Office of the Registrar (Do NOT open the envelope!)
- Copy of current passport, most recent visa, current I-94 printed from www.cbp.gov/i94 or I-94 card if in passport, any other documents you have such as I-797 for change of status or previous Economic Hardship EADs
- Two passport photos per USCIS requirements, taken within the last 30 days.
- Filing fee of $410.00. A check or money order payable to “US Department of Homeland Security”. Or Form G-1450 Credit Card Authorization Form. Or Form I-912 Fee Waiver Petition. *Cash cannot be accepted
- Letter describing your circumstances, including:
  - Statement that accepting employment will not interfere with your full course of study
  - Description of why employment is necessary to avoid severe economic hardship due to unforeseen circumstances beyond your control
  - On campus employment is not available (not usually true) OR not sufficient to meet the needs that have arisen due to the unforeseen circumstances
- Supporting documentation of your circumstances described in your letter

Download forms from www.uwyo.edu/iss for most current and pre-completed forms!
Form I-765

Type or Print in **BLACK** ink only!

If you have questions about how to answer a field, leave it blank and ask during your OPT appointment.

Enter “none” or “N/A” where appropriate. Form will give warning that symbols are not allowed. Click OK and continue and form should accept it. If not, hand write it.

**Part 1. Reason for Applying**

1.a. Initial permission to accept employment if first time. Choose 1.c. if you are applying to renew your employment authorization

**Part 2. Information About You**

Your Full Legal Name: Enter your name as it is on your official documents (Form I-20)

Other Names Used: Only enter other names used on official documents in the US
Part 2. Information About You (continued)

5. Your US Mailing Address: Enter the ISS address as given. This is where your documents will be sent so that they are not lost if you move.

6. Is your current mailing address the same as your physical address? Click “No” and complete “U.S. Physical Address” 7.a. - 7.d. with your current physical address.

8. Alien Registration Number (A-number) - most students will not have this. If you have had previous OPT or changed status within the US, you will have an A-number.

9. USCIS Online Account Number - most students will not have this.

14. Do you want the SSA to issue you a Social Security card? This is optional. If you do not already have a social security number/card it is recommended that you select “yes” and have one issued. This replaces applying in the SSA office.
   - If you choose “yes” for #14, completed #15-17.
   - If you choose “no” for #14, skip to #18.
Part 2. Information About You (continued)

21.c. Travel Document Number: F-1 students do not have a travel document

24. Immigration Status at Your Last Arrival (most recent arrival to the US): Most will be “F-1 student”. If you have changed to F-1 status within the US and have not traveled since then, enter your status at your last entry.

25. Your Current Immigration Status or Category: Current status MUST be “F-1 student” to be eligible

26. SEVIS Number: Enter ALL numbers in your SEVIS number

27. Eligibility Category: ALWAYS (c)(3)(iii) for Economic Hardship
Part 3. Applicant’s Statement, Contact Information, Declaration, Certification, and Signature

Applicant’s Statement
1.a. I can read and understand English...: Most students should check this box.

7.a. and 7.b. Applicant’s Signature, and Date of Signature: Complete in BLACK ink.

Part 4. Interpreter’s Contact Information...
Only complete this if you checked 1.b. and 2 above
Only complete this page if you do not speak English well and have had an interpreter read and complete the form for you. ISS staff will help you note “N/A” on this form during your OPT appointment, before submitting the application to USCIS.
Part 5. Contact Information, Declaration, and Signature of the Person Preparing this Application, If Other Than the Applicant (continued)

Only complete this page if you do not speak English and have had an interpreter read and complete the form for you.

ISS staff will help you note “N/A” on this form during your OPT appointment, before submitting the application to USCIS.
Part 6. Additional Information

Complete this page only if you have additional information that did not fit on the previous pages.
Form G-1145

To receive direct electronic notification of receipt of application by USCIS - approximately one week after receipt date

If you do not want to receive text messages about your application, leave the Mobile Phone Number field blank
Form G-1450

Optional: To pay the $410 fee using your credit or debit card.

Form will be mailed to USCIS with your application.

Please keep a copy for yourself as proof of correct submission. ISS will NOT keep a copy of this form!
Optional: If you cannot pay the application fee, you may petition for a fee waiver. It is difficult to get the fee waiver approved so you must have very good documentation.

Form must be mailed to USCIS with your application.

If your fee waiver is denied, your whole application will be returned and you will need to re-submit with a fee payment, or a new I-912 request.

Part 1: Check box 3 “I have a financial hardship”

Part 2
1. Full name as it is on your official documents
2. Give only other names used on official documents in the US
3. A# only if you have previously had an EAD card for any reason
4. USCIS online account number - most students will not have this
Part 3.
1. Do not add any other family members, only yourself

DO NOT complete Part 4. Means-Tested Benefits or Part 5. Income at or Below 150 Percent of the Federal Poverty Guidelines
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DO NOT complete Part 5.

Part 6. Financial Hardship
1. Provide details about your financial hardship. This may include medical expenses of family members, unemployment, eviction, and homelessness.
2. List the types of assets you have, the dollar value of those assets, and the total dollar value including:
   - Cash, checking and savings accounts, annuities, stocks, and bonds. These are assets that easily covert into cash; and
   - Other property or assets that you can easily convert into cash without incurring a hardship.

You must document your income and provide a complete list, description, and an estimate of the value of your assets that you can easily convert into cash and any liabilities.

*If you need more space, or need to include documentation, also complete Page 11 and attached documentation.
Part 6. Financial Hardship

3. Provide your average monthly costs for all applicable categories provided.

Provide evidence, where possible, such as copies of monthly bills and payments, and documentation for monthly expenses and any extenuating circumstances, such as medical bills. If you cannot provide evidence of income, you may submit affidavits from religious institutions, non-profits, or community-based organizations verifying that you are currently receiving some benefit or support from them.

If you need more space, or need to include documentation, also complete Page 11 and attached documentation.
Form I-912 - Page 6

Part 7. Sign in BLACK ink and date

Do not complete the Family Members’ Signatures section
DO NOT complete Part 8.
Form I-912 - Page 8

DO NOT complete Part 9.
DO NOT complete Part 10.
DO NOT complete Part 10.
Form I-912 - Page 11

Part 11. Additional Information

Complete this page ONLY if you have additional information that did not fit on previous pages.