

Checklist for International Students Seeking
Employment Authorization Based on Severe Economic Hardship

Preconditions and Restrictions:

- Student must have completed 1 (one) academic year as an F-1 student in good academic standing.
- Student is required to prove to USCIS that employment is necessary due to Severe Economic Hardship caused by circumstances beyond his/her control after receiving the F-1 status.
- Student must apply for on-campus employment first; if on-campus employment is not available, student can proceed with the Employment Authorization Request.
- Student must receive the Employment Authorization Document (EAD) card and endorsement on new I-20 **before** employment begins.
- Employment is limited to 20 hours per week while school is in session (Fall and Spring Semesters). Full-time employment is permitted during official school breaks.
- EAD card is granted by USCIS in increments of one year at a time or until student's program end date, whichever happens first. Authorization will also end when student transfers to another school.

Please prepare the following documents for review:

- ☐ 1. Completed I-765 [<https://www.uscis.gov/i-765>]
- ☐ 2. Check or Money Order of **\$410**, payable to the **"U.S. Department of Homeland Security"**. **Please use this exact name.**
- ☐ 3. Copies of current and previous immigration documents: I-94 (front & back, if applicable), visa, passport ID page(s)
- ☐ 4. Copies of **ALL** I-20 forms
- ☐ 5. Copies of **ALL** previous Employment Authorization Document (EAD) cards
- ☐ 6. Two (2) passport sized/typed photographs
- ☐ 7. Letter describing the unforeseen hardship situation with supporting documentation
- ☐ 8. Original I-20 with recommendation endorsed by P/DSO (Designated School Official).

Please schedule an appointment with International Student Admissions & Compliance for this request:
817-515-1570 or InternationalAdmissions@tccd.edu

International Student Admissions & Compliance recommends that students should submit their documents through Certified Mail that provides tracking and confirmation capabilities. Documents should be sent to the USCIS Chicago Lockbox [<https://www.uscis.gov/i-765-addresses>]:

U.S. Postal Service (USPS)

USCIS
Attn: I-765 C03
P.O. Box 805373
Chicago, IL 60603-5374

FedEx, UPS, and DHL deliveries

USCIS
Attn: I-765 C03 (Box 805373)
131 South Dearborn - 3rd Floor
Chicago, IL 60603-5517

IMPORTANT: Students must have EAD Cards and I-765 Approved I-20s in possession BEFORE they begin working off-campus! Please notify TCC International Student Admissions & Compliance immediately after receiving the EAD Card.