

**Check List for International Student
Seeking
Employment based on Severe Economic Hardship**

Preconditions and Restrictions:

- **Must** have been in F-1 status for at least one full academic year. Must prove to USCIS that employment is necessary due to **severe economic hardship** caused by circumstances beyond his or her control after receiving the F-1 status.
 - **Must** apply for on-campus employment first; if employment is **not** available on campus, then we will proceed with seeking off-campus employment.
 - **Must** apply for EAD card from USCIS, **and** receive card **before** employment begins.
 - Employment is limited to **20 hours per week** while school is in session; can be full-time during **official** school breaks.
 - EAD cards are granted by USCIS in increments of one year at a time, **or** until your program end-date, whichever is shorter, and will end when you transfer schools.
-

Place a check next to each completed requirement.

- __1. Submit a completed I-765 and have check or money order (made payable to the **Department of Homeland Security**) for the amount of \$410.00.
Go to <http://www.uscis.gov> click on **Forms** and select I-765.
Please leave Address information blank

- __2. Photocopies of current and previous immigration status documents
form I-94 (front & back), visa and passport ID pages.

- __3. Photocopies of **ALL** prior I-20 forms.

- __4. Bring all previous Employment Authorization Document (EAD) cards to be photocopied. (If applicable)

- __5. Provide two (2) color photographs (passport type photos).

- __6. Letter from student describing the unforeseen hardship situation with supporting documentation.

- __7. Original I-20 with recommendation endorsed by Principal Designated School Official (PDSO) will be given to you at the time of appointment, when all of the above documents are submitted.

*You must make an appointment to see the PDSO to request off-campus employment.
Please call (817) 515-1570.*

Please Note: It is highly recommended that you send your documents by certified mail.

YOU MUST RECEIVE THE EAD CARD BEFORE YOU CAN BEGIN WORKING. YOU WILL BE NOTIFIED BY THE INTERNATIONAL ADMISSIONS OFFICE WHEN WE RECEIVE YOUR EMPLOYMENT AUTHORIZATION DOCUMENT.