

Severe economic hardship is available for students who need additional financial aid in order to continue their studies. Aid is given through authorization to work off-campus in any field. Eligible financial challenges include:

- Loss of financial aid or on-campus employment without fault on the part of the student,
- Substantial fluctuations in the value of currency or exchange rate,
- Inordinate increases in tuition and /or living costs, or
- Unexpected changes in the financial condition of the student's source of support, medical bills, or other substantial and unexpected expenses.
  - (8 C.F.R. 214.2(f)(9)(ii)(C)-(D) and (F))

### **Eligibility**

- Must have been in attendance at SUU for at least one academic year
- Must be in good academic standing
- Must be in status with immigration requirements
- Must be able to provide proof of the necessity of the employment in line with the recognized circumstances listed above

### **Application Process**

- Letter written by the student explaining the economic circumstance requiring the need for employment
  - What lead to the challenging financial situation
  - Why are other work options not available
  - If sponsored, a student will also have to provide a letter from the sponsor stating why they are no longer able to support the student
- Completed Form I-765.
  - Form: <http://www.uscis.gov/files/form/i-765.pdf>
  - Instructions: <http://www.uscis.gov/files/form/i-765instr.pdf>
- Money order for \$410.00 payable to: "Department of Homeland Security"
  - A fee waiver may be available by filing form I-912
    - Form: <http://www.uscis.gov/sites/default/files/files/form/i-912.pdf>
    - Instructions: <http://www.uscis.gov/sites/default/files/files/form/i-912instr.pdf>
- Two passport style ID photos less than 30 days old
- Immigration documents
  - I-20 endorsed for off-campus employment
  - Passport, or previously issued EAD if applying for a renewal
  - I-94
    - Link to download I-94: <https://i94.cbp.dhs.gov/>
  - Visa (Except for Canadians)
- Breakdown of monthly expenses and income, including how much money a student thinks they can earn by working off-campus 20 hours per week.
- Send your complete application to USCIS.
  - Make a copy of all required documents before sending your packet to USCIS.

#### **US Postal Service**

USCIS

PO Box 21281

Phoenix, AZ 85036

or

#### **Express Mail or Commercial Service**

USCIS

Attn: AOS

1820 E. Skyharbor Circle S

Suite 100

Phoenix, AZ 85034

### **E-Notification**

To receive an e-mail and/or a text message that your application has been accepted at USCIS, visit <http://www.uscis.gov/g-1145>. This website will provide instructions for completing the Form G-1145.

### **Frequently Asked Questions**

#### **When can I begin work?**

- Students must wait until they have received their EAD card from USCIS.

#### **How many hours can I work each week?**

- 20 hours during fall and spring semester, and 40 hours during recognized breaks.

#### **Do I have to have a job offer in order to apply?**

- No. Authorization can be given without a current job offer.

#### **How long does the authorization last?**

- Each authorization lasts for one year, or until the program end date, whichever is shorter.

#### **Can this authorization be used for on-campus employment?**

- Yes, there is no restriction on this use of the authorization.

For more information about working off-campus due to Severe Economic Hardship, visit:  
[http://www.ice.gov/sevis/employment/faq\\_f\\_off1.htm](http://www.ice.gov/sevis/employment/faq_f_off1.htm)