OFF-CAMPUS EMPLOYMENT BASED ON ECONOMIC HARDSHIP

Eligibility:

- Be in lawful, full-time F-1 status.
- Have been in F-1 status for at least one academic year.
- Be in good academic standing – at least a 2.0 grade point average.
- Proof of economic hardship – loss of financial aid or on campus employment without fault on your part, substantial fluctuations in the value of currency or exchange rate, inordinate increases in tuition and/or living expenses, unexpected changes in the financial condition of your sponsor, medical bills and/or other substantial and unexpected expenses.

Limitations:

- Employment is limited to 20 hours a week when school is in session. You may work full-time during University breaks and during your vacation period.
- You may only work during the time indicated on your Employment Authorization Document (EAD card) issued by the USCIS. If you graduate before your work authorization expires, you are no longer eligible to work. If, during your work authorization you are not in lawful, full-time status, you are no longer eligible to work.
- If you transfer schools, your employment authorization is cancelled and you must re-apply for permission to work.

Application Procedures:

1. Show proof that the jobs available on campus won’t meet your financial need.
2. Fill out form I-765 – on #16 write (c) (3) (iii).
3. Bring your current I-20 to the International Center.
4. Bring your current University of Utah transcript to the International Center.
5. Bring proof of your financial need to the International Center.

If you are in lawful F-1 status and have proof of your economic need and that on-campus jobs are not adequate, the International Center will issue a new I-20 form requesting employment based on economic hardship.

Authorization by the USCIS:

Send these items to the USCIS in the following order to have an EAD card issued.
2. I-765 form. (can be filed electronically at: https://efiling.USCIS.dhs.gov/efile)
3. A photocopy of a page from your passport that shows its expiration date and a photocopy of your most recent visa.
4. A photocopy of both sides of your I-94 card.
5. A photocopy of both sides of a previous EAD card (if you have one).
6. Two photos of yourself with your name printed lightly in pencil on the back of them. Enclose the photos in an envelope. (If you e-file, your pictures will be taken at the local USCIS Office and sent to the Service Center.)
7. A photocopy of the biographical page in your passport.
8. A photocopy of both sides of your I-20 and all previously issued, USCIS stamped I-20’s.
9. Proof of financial need – detail the unforeseen economic circumstances (provide as much proof as possible to verify the unforeseen economic necessity – also list assets, income and expenses).

Mail your papers to the USCIS within 30 days of your new I-20’s issue date:

USCIS
Northern Service Center
P.O. Box 87765
Lincoln, NE 68501-7765

If the USCIS approves your work authorization, they will issue you an EAD card. If your request is denied, there is no possibility to appeal the decision. Employment will be granted in one-year intervals up to your expected graduation date. Employment authorization will only be renewed by the USCIS if you are in full-time status and in good academic standing. If you fail to maintain full-time status, the employment authorized is automatically terminated and you will need to apply for reinstatement to F-1 status. If your F-1 status is reinstated, you will need to reapply for employment authorization.

It is your responsibility to know the law and comply with all federal, state, and local laws and regulations, as well as university policies.