



## **F-1 Employment Based on Economic Hardship**

### General Information

If employment opportunities are not available on campus, and students are experiencing economic hardship due to unforeseen circumstances beyond their control, they may apply to the **U.S.C.I.S.** (United States Citizenship and Immigration services) for an off-campus work permit after having been in lawful F-1 status for at least 9 months. **U.S.C.I.S.** requires that the student make a “good faith effort” to locate employment on campus before applying for employment based on economic hardship. Students should note that it is very difficult to get this application approved. You must have serious economic hardship and sufficient documentation.

### Application Procedure

#### **Part 1: *Bring the following to International Student Services, Madison Hall, Lower Level:***

1. Completed [Form I-765](#) marked with the code “(c) (3) (iii)” at item 16
2. An explanation on the attached form stating why employment is needed and substantiating that the proposed employment will not interfere with taking a full course of study.
3. Supporting materials documenting the unforeseen nature of the economic hardship including a list of assets, income and expenses. Also include proof of how other assets as well as the 20 hours a week of employment will meet the Columbus State budget.

**Note:** Current Form I-765 can be downloaded and printed from the government website:  
[www.uscis.gov](http://www.uscis.gov)

***After reviewing the material listed above, Columbus State’s Designated School Official (DSO) will:***

- A. Verify eligibility for the benefit, including maintenance of F-1 status for at least one academic year and currently in good standing as a student.
- B. Update SEVIS with a recommendation for employment.

**Part 2: After endorsement by the Designated School Official, mail the following by registered mail to:**

**U.S. Department of Homeland Security  
United States Citizenship and Immigration Services  
Nebraska Service Center  
P O Box 87765  
Lincoln, NE 68501-7765**

**Please note:** *You must have been in valid F-1 status for 9 months to apply.*

1. Completed form I-765 marked with a code “(c) (3) (iii)” at item 16;
2. I-765 processing fee
3. Two photos attached to the front of the I-765 in a small zip-lock bag, with your name using felt-tip pen or pencil on the back of each photo. Follow directions in I-765 form for size and details of photos. If possible, show the directions to the photographer.
4. Copy of both sides of your SEVIS Form I-20, with DSO recommendation for economic hardship employment.
5. Copy of both sides of your I-94.
6. A copy of the ID pages from your passport or, for applications for renewal of work authorization, a photocopy of the previously issued EAD.
7. Letter of explanation and proof of economic hardship including the unavailability of on-campus employment to meet the need. Include proof of how other assets (as well as 20 hours a week of employment) will meet the Columbus State budget. Prepare a budget plan ((Income - Expenses).

**Part 3: *Submit a photocopy of your Employment Authorization Document (EAD) to Admissions Office, International Student Services. INS regulations require that a copy of this document be kept in your file.***

For more information contact a foreign student adviser in Admissions Office, International Student Services at 614-287- 2671.



