

## F-1 Student Severe Economic Hardship Request Form

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This application is used by students seeking employment authorization due to unforeseen, severe economic hardship. You **must** make an appointment with the International Student Services Office to review and submit your application.

In order for your application to be considered, please familiarize yourself with the instructions included on page 2 of this application form, and attach all required documentation, including UCSIS form I-765. Please note, form I-765 requires a government filing fee of \$380.

\_\_\_\_\_ N \_\_\_\_\_  
CCS Student ID # SEVIS ID #

Name: \_\_\_\_\_  
Family Name First/Given Name

Email: \_\_\_\_\_

Address: \_\_\_\_\_  
Street and Number (Apt.)

\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_  
City State Zip code

Telephone: \_\_\_\_\_

Major: \_\_\_\_\_

Requested Dates of Employment (maximum 1 year)  
Begin Date \_\_\_\_\_ End Date \_\_\_\_\_

I have been in lawful F-1 status for at least one academic year:

*I, the student, certify that I have read and understand the Severe Economic Hardship (SEH) information available on the ISSO SEH Request Form. I understand that I will be billed for CCS health insurance (Student Assurance). I also understand that I must report address changes within 10 days of any change in current (US) or permanent (out-of-US) address.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Severe Economic Hardship Application Eligibility Criteria and Instructions

### F-1 Student Severe Economic Hardship (SEH) Eligibility

You may be eligible to apply for employment authorization due to severe economic hardship if:

- You have been in lawful F-1 Student Status for one full year
- You are in good academic standing, and currently enrolled full-time
- Employment will not interfere with your studies

You **must** demonstrate that the employment is **necessary** due to unforeseen economic circumstances beyond your control.

### Required Documentation for Consideration

To apply for employment authorization due to severe economic hardship, you must schedule an appointment with the ISSO, and bring the following documentation:

- Completed Severe Economic Hardship Form
- A personal statement describing, specifically, your current situation of economic hardship. Your statement should describe the unforeseen change in your personal situation that is causing economic hardship, and demonstrate that the described changes were unforeseen and completely out of your control.
  - Furthermore, you should, if possible, attach supporting evidence to substantiate your claim, e.g. medical bills, letter from home, etc.
- Copies of current and previous I-20s
- Copy of most recent I-94
- Copy of passport information page
- Copy of F-1 visa page (except Canadians)
- Degree audit
- Complete USCIS form I-765, using code ( C ) ( 3 ) ( iii ) in question # 16.
  - This form can be found at [www.USCIS.gov](http://www.USCIS.gov)

### Submitting the Severe Economic Hardship Application to USCIS

If your application for employment authorization as a result of severe economic hardship is approved by the ISSO, you will be issued a new I-20 with an official “employment recommendation.” You will use this new I-20 to submit your application to USCIS. Your employment authorization will depend on USCIS approval. Your complete application to USCIS should contain the following:

- Copy of new I-20 with employment recommendation
- Copies of all previous I-20s
- Copy of most recent I-94
- Copy of passport information page
- Copy of F-1 visa page (except Canadians)
- Completed form I-765 with filing fee
  - The I-765 application fee is \$380. Check or money order should be made payable to “US Department of Homeland Security”
- Two passport-style photos
- Personal statement with supporting documentation, if available

Your complete application package should be mailed to:

USCIS  
PO Box 21281  
Phoenix, AZ 85034