

INSTRUCTIONS FOR EMPLOYMENT AUTHORIZATION BASED ON SEVERE ECONOMIC HARDSHIP

Before completing this application, the student must read and sign the statement below:

I have read the “Regulations on Employment for F-1 Students” and understand the conditions and restrictions for severe economic hardship employment; I agree to abide by those regulations and the instructions of the DSO at Louisiana College.

Signature of Student

Date

****Note: Applications for employment usually take the USCIS Service Center 2-3 months to process; please start the application process at least three months before you wish to begin work. You may not begin employment until your application is approved and you receive your Employment Authorization Document (EAD card) in the mail. This type of work is only approved 12 months at a time; if you need to continue working, you must re-apply.**

What the student must bring to the DSO:

- letter(s) explaining the circumstances of economic hardship, documentation of unforeseen nature of hardship and, if possible, the unavailability of on-campus employment to meet the need (DSO can advise on content/wording of explanations). (Sample support might include a letter from home telling of a change in family circumstances or proof of a currency devaluation in the home country.) DSO will then recommend employment in SEVIS.

What the student must prepare and mail to USCIS Service Center:

- Letter(s) from student explaining economic hardship and optional supporting letter from DSO
- Recommended—list of your assets, income and expenses (use official documents if available)
- Completed Form I-765 (download at <http://www.uscis.gov/graphics/formsfee/forms/files/i-765.pdf>)
FYI... Question #10: provide **11-digit A#** from I-94 card
Question #16: fill in (c) (3) (iii) for eligibility under 8 CFR 274a.12
- Filing fee (**\$180.00**) paid in U.S. currency by personal check or money order to “Department of Homeland Security.” Write “Form I-765 fee” on memo line. DO NOT send cash.
- Photocopies of front and back of most recent I-94 card and ID pages from valid passport
- Photocopies of new, signed I-20 with DSO recommendation and any other old I-20’s
- Photocopy of last EAD card, if applicable
- Two standard passport-style color photos with white background taken no earlier than 30 days before submission to USCIS. (See Kinkos or other local businesses.) With a pencil, lightly print your 11-digit A# (from I-94) on the back of each photo. See also page 5 of I-765 instructions.

After properly submitting all documents to DSO and correctly compiling Form I-765 according to all instructions, mail the completed application materials to:

**USCIS Service Center
P.O. Box 851041
Mesquite, TX
75185-1041**

After USCIS has physically received and confirmed your documents, they will mail you a “**receipt**.” This receipt is NOT authorization for employment, but you need to keep it for your records along with photocopies of your application materials. If your application is approved, your EAD card will arrive by mail several weeks later at the address you supplied. You may NOT work until you receive the EAD and the start date is reached. Remember, if you have continued need for hardship employment after 12 months, you must reapply with supporting documentation. For uninterrupted work, apply in time before current authorization expires.