



If you are experiencing severe economic hardship due to unforeseen changes in your financial circumstances after you arrived to the United States, you may apply to the United States Citizenship and Immigration Services (USCIS) for authorization to work off-campus.

EXAMPLES OF UNFORESEEN CIRCUMSTANCES:

- Loss of financial support or on-campus employment through no fault of your own
- Substantial changes in the exchange rate or value of currency
- Inordinate increases in tuition or living costs
- Unexpected changes in the financial state of your sponsor
- Medical bills
- Other substantial and unexpected expenses

If USCIS approves your request, you will be issued an Employment Authorization Document (EAD) that allows you to work for any employer. Work is limited to 20 hours per week or less during the fall and spring semesters, however you may work more than 20 hours in the summer and over winter break. Employment is requested and approved one year at a time only, and is automatically terminated if you graduate, transfer to another school, or fail to maintain your status. You may not start working until the start date listed on the EAD. You must stop working by the end date listed on the EAD.

ELIGIBILITY

- Must have been in F-1 status for one academic year (a fall and spring semester)
- Must be in good academic standing
- Must be enrolled as a full-time student
- Must demonstrate that the employment will not interfere with your ability to maintain full-time enrollment
- Must document that employment is necessary to avoid severe economic hardship due to unforeseen circumstances beyond your control
- Must document that on-campus employment opportunities are unavailable or insufficient to meet your financial needs



DOCUMENT CHECKLIST

- Check or money order made payable to U.S. Department of Homeland Security. Filing fee is listed on the USCIS website <https://www.uscis.gov/i-765>.
- Two 2 x 2 inch passport style photos taken within the past 30 days
- Completed G-1145, E-Notification of Application/Petition Acceptance
- Completed **I-765** <https://www.uscis.gov/i-765>, Application for Employment Authorization
 - Question 27: Write (c)(3)(iii)
- Personal statement (business letter format) from you to USCIS that:
 - Describes your severe unforeseen financial hardship
 - Explains why on-campus employment opportunities are unavailable or insufficient
 - Explains how you will maintain full-time enrollment and good academic standing if permitted off-campus employment
- Documentation of your financial hardship to support the information in your letter
- Copy of transcripts showing an academic year of enrollment
- Copy of I-20 with UCF Global’s recommendation for severe economic hardship employment
- Copy of I-94
- Copy of F-1 visa (or Change of Status Approval)
- Copy of passport