

FRANKLIN UNIVERSITY INTERNATIONAL STUDENT SERVICES

EMPLOYMENT UNDER ECONOMIC HARDSHIP

General Information

If employment opportunities are not available or are otherwise insufficient (i.e., on campus employment), and students are experiencing economic hardship due to unforeseen circumstances beyond their control, they may apply to the USCIS for an off-campus work permit after having been in lawful F-1 status for at least one academic year. USCIS requires that the student make a "good faith effort" to locate employment on campus before applying for employment based on economic hardship.

Application Procedure

Bring the following to International Student Services (ISS):

- 1) Completed Form I-765 *{code for line #16 is (c) (3) (iii)}*
- 2) SEVIS I-20 copy (provided by International Student Services (ISS) Associate at Franklin University) and copies of any old I-20s
- 3) Two passport photos
You must submit two identical color photographs of yourself taken within 30 days of the filing of this application. The photos must be 2" x 2.", in color with full face, frontal view, on a white to off-white background. Head height should measure 1" to 1 3/8" from top of hair to bottom of chin, and eye height is between 1 1/8" to 1 3/8" from bottom of photo. Your head must be bare unless you are wearing a head dress as required by a religious order of which you are a member. Using pencil or felt pen, lightly print your name and I-94 number on the back of the photo.
- 4) Copy of your Passport, a copy of both sides of Form I-94 and a copy of your visa
- 5) **Supporting documentation which verifies the economic hardship**
- 6) Submit a list of your assets, income and expenses
- 7) \$340 fee, check or money order made out to "US Citizenship and Immigration Services" or USCIS

After reviewing the material listed above, the International Student Services Associate will recommend to the USCIS that employment authorization be granted by certifying on a new SEVIS I-20 that the student has made a good faith effort to locate another form of employment.

ISS will mail all materials listed to: USCIS Service Center
PO Box 87765
Lincoln, NE 68501-7765

Submit a photocopy of your Employment Authorization Document (EAD) to ISS. USCIS regulations require that a copy of this document be kept in your file. For more information contact International Student Services at 614-947-6752.