



## Off-Campus Employment Authorization Due to Severe Economic Hardship Information Packet

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USCIS makes case-by-case decisions for off-campus employment for students who can show that new, unexpected circumstances, beyond a student's control, have created severe economic hardship.

These may include:

- Loss of financial aid or [on-campus employment](#) (if student is not at fault)
  - Large increases in tuition or living costs
  - Substantial decrease in the relative value of currency student depends upon to pay expenses
  - Unexpected changes in the financial conditions for a student's sources of financial support
  - Unexpectedly large medical bills not covered by insurance
  - Other substantial, unexpected expenses
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### F-1 Student Eligibility Requirements

- Enrolled for at least one academic year, in status and in good academic standing
- Unable to get on-campus employment or the pay from available on-campus employment must prove to be insufficient to meet financial needs

*Note: Approval for off-campus employment is granted for one year. If the F-1 student needs to continue working off-campus, the student must re-apply.*

### Application Procedure

1. Contact a GGU DSO at [international@ggu.edu](mailto:international@ggu.edu) to review your situation and determine if you are eligible to request this type of employment authorization. You may be asked to provide documentation to demonstrate your economic hardship.
2. Compile the documents on Application Checklist (below).
3. Submit Severe Economic Hardship Request Form (last page of this packet) to [international@ggu.edu](mailto:international@ggu.edu) to receive an I-20 with endorsed off-campus employment due to severe economic hardship request in page 2
4. Schedule an appointment (at [international@ggu.edu](mailto:international@ggu.edu)) to meet with a GGU DSO and review all documents on Application Checklist (below).
5. Mail Severe Economic Hardship Application to USCIS.

### Application Checklist

- Two (2) full front facing/ US passport style photographs
- Personal Check, Cashier's Check or USPS money order in USD currency payable to "U.S. Department of Homeland Security" in the amount of \$410. **Note:** Be sure to confirm with a GGU DSO the applicable fees at the time you apply.
- [Form G-1145](#)
- [Form I-765](#), marked with eligibility category code: (c)(3)(iii) for Off-campus employment due to Severe Economic Hardship
- Detailed letter explaining the circumstances of your economic hardship, including additional documents that support/demonstrate your economic need
- Sample budget for the academic year
- Copy of Passport Biographical Information page
- Copy of F-1 Visa sticker page
- Copy of your [I-94 Admission Document](#)



# GOLDEN GATE UNIVERSITY

- Updated Form I-20, issued by a GGU DSO, with endorsed off-campus employment due to severe economic hardship request in page 2
- Copy of all previous I-20 documents issued at GGU
- Copy of any previous Employment Authorization Documents (EADs) - If this is the first application for work authorization, there will be no previous EADs

It is recommended that you send your application by priority mail. You should mail your entire application packet to:

**USCIS Chicago Lockbox**  
**U.S. Postal Service (USPS):**  
USCIS  
Attn: I-765 C03  
P.O. Box 805373  
Chicago, IL 60680-5374

**FedEx, UPS, and DHL:**  
USCIS  
Attn: I-765 C03 (Box805373)  
131 South Dearborn – 3<sup>rd</sup> Floor  
Chicago, IL 60603-5517

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## Additional Information

- Employment will be granted for a maximum of 12 months or up to expected date of graduation, whichever is earlier. You may reapply for employment authorization before the 12 months expire. Employment based on economic hardship can be renewed only by USCIS and only if maintaining full-time status and in good academic standing.
- Employment authorization is automatically terminated if you fail to maintain F1 status.
- Employment is authorized for 20 hours per week or less while school is in session, 40 hours per week during school holidays, vacations, or during an approved vacation term.
- While USCIS regulations provide a variety of opportunities for F-1 students to be employed, working without authorization is a serious violation of F-1 status. Please contact a GGU DSO before engaging in any form of employment. It is the student's responsibility to comply with all immigration regulations. Failing to comply with responsibilities may negatively impact immigration status and could result in termination of your SEVIS record and F1 status.

## Frequently Asked Questions

### How long will it take to receive employment authorization?

USCIS estimates employment authorization requests take approximately 90 days to process. However, there is not guarantee and it can take up to 120-150 days. Plan ahead!

### What kind of work can I do under severe economic hardship?

You can work in any field. This type of work authorization does not limit the type of job you can do.

### Does work under severe economic hardship affect my eligibility to apply for OPT or to work on-campus?

No. This type of work does not count towards the 20 hour per week on-campus maximum. In other words, you may still work 20 hours per week on campus and also work off-campus using your severe economic hardship authorization. It also does not affect your eligibility for optional practical training.

### How can I learn the status of my application?

You may check you application status using the [USCIS Case Status Online](#). You will be required to enter your USCIS receipt number (13-character identifier that USCIS provides for each application or petition).

### When can I begin working?

You must receive your Employment Authorization Document (EAD) from the USCIS Service Center before you begin working. The first day that you may begin work is the start date indicated on your EAD.

## Important Resources

- Information related to government regulations for employment authorization applications (expand “emergent circumstances” and “economic hardship” section): [www.uscis.gov](http://www.uscis.gov)
- Information about maintaining status, benefits and responsibilities while working off-campus: <http://studyinthestates.dhs.gov/working-in-the-united-states>



# GOLDEN GATE UNIVERSITY

## Severe Economic Hardship Request Form

### STUDENT INFORMATION

Last/Family Name \_\_\_\_\_

First/Given Name \_\_\_\_\_

GGU ID# \_\_\_\_\_ SEVIS ID# \_\_\_\_\_

GGU Degree Program \_\_\_\_\_

### Off-Campus Employment Requested Dates

Please provide start and end date you would like to request for your Off-campus Employment Authorization. We recommend students to request a date that is at least 90 days ahead from the date we process the I-20 on SEVIS, this is to allow time for the application to be adjudicated by USCIS. You may only begin work after the start date requested AND your EAD card has been received. A GGU DSO can advise you on the most appropriate start date.

Start Date \_\_\_\_\_ End Date: \_\_\_\_\_

### SUPPORT INFORMATION

Please provide a brief explanation about your severe economic hardship situation and need for off-campus employment authorization. It is helpful to include the following details:

- Explain how the situation was “unforeseen” or out of your control
- Changes in economic circumstances (include supporting documents if available)
- Create a budget for 1 academic year including:
  - Expenses (tuition/fees, books/school supplies, rent, transportation, food, health insurance, medical costs)
  - Financial Support Resources (scholarships, loans, family support, on-campus employment)
  - Make clear the difference between the finances you have available and what your budget require
- Explain how off-campus employment will help you make up the difference needed to successfully complete your academic program

*If a GGU DSO endorses your request, the DSO will prepare a letter of support for you to include with your USCIS application.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_