OFF-CAMPUS EMPLOYMENT BASED ON SEVERE ECONOMIC HARDSHIP

F-1 students may be eligible to apply for off-campus employment authorization based on unforeseen economic necessity and financial hardship that arose after enrolling at Oregon State University. In order to be recommended for this type of employment authorization, students must meet the following eligibility criteria:

1) Be fully admitted to a degree-seeking program and have maintained their F-1 visa status for at least 1 academic year (9 months).
2) Be in good academic standing.

Please note the following:

- The employment authorization is granted by United States Citizenship & Immigration Services (USCIS) for one year (365 days).
- The authorization allows you to work for any employer (on or off campus) for up to 20 hours per week during the academic term.
- It also allows you to work more than 20 hours per week during breaks between terms and your annual vacation term.
- This type of employment does not affect your eligibility for Optional Practical Training (OPT).
- Employment authorization is automatically terminated if you graduate, fail to maintain status, or transfer to another school.

Please review the steps to apply for off-campus employment authorization based on economic hardship below:

STEP 1: Determine eligibility. Meet with an international student advisor to discuss your financial situation and to determine whether you may be eligible to apply for this type of off-campus employment authorization. You should be prepared to discuss how your financial situation has changed since you applied for admission to Oregon State University, what you have been doing to help yourself financially, and why other employment options are unavailable or insufficient. The advisor will walk you through the next steps of the process.

STEP 2: Obtain an I-20 recommendation for off-campus employment based on unforeseen economic hardship. To request an I-20 recommendation from the Office of International Services, you must prepare the following:

- Signed “Off-Campus Employment Based on Severe Economic Hardship I-20 Request Form” (page 3)
- Budget (showing your monthly expenses and income for one year)
- Written statement, which must explain the following:
  - how your current financial crisis is due to circumstances beyond your control
  - how/why on-campus employment is unavailable or is not sufficient to meet the needs that have arisen due to the unforeseen circumstances
  - how off-campus employment will not interfere with you carrying a full course of study

Drop off the signed form, budget, and written statement at our front desk. An international student advisor will review your request and documentation and, if approved, you will receive a new I-20 with the off-campus employment recommendation within 7 business days.

STEP 3: Mail your Off-Campus Employment Based on Severe Economic Hardship application to USCIS for their review. We strongly encourage you to schedule a morning appointment with an International Student Advisor to review the application materials before mailing them to USCIS. It takes between 3 to 5 months for applications to be reviewed and adjudicated. You may only start working off-campus if your authorization is approved, and once you receive your Employment Authorization Document (EAD card) from USCIS.
Documents to be included in the application to USCIS:

- Photocopy of your new I-20 with employment recommendation. Be sure to sign and date the I-20.
- Written statement, budget, and documentation explaining the circumstances of your financial hardship and how your current financial crisis is due to circumstances beyond your control.
- Form G-1145, [https://www.uscis.gov/g-1145](https://www.uscis.gov/g-1145): Include this form to get a text or email when your application is received by USCIS. Contact an International Student Advisor if you don’t receive an electronic or paper receipt notice within a month.
- Completed Form I-765, [https://www.uscis.gov/i-765](https://www.uscis.gov/i-765): Type the form before printing. Don’t forget to sign the form with black ink! On item 27 use code (c) (3) (i).
- Filing Fee. Check or money order made out to the “U.S. Department of Homeland Security” or Form G-1450 if paying by credit card. The current I-765 fee can be found here (no biometric fee needed): [https://www.uscis.gov/i-765](https://www.uscis.gov/i-765)
- Two (2) color passport-style photos taken within the last 30 days. Guidelines for photos can be found here: [https://travel.state.gov/content/travel/en/passports/requirements/photos.html](https://travel.state.gov/content/travel/en/passports/requirements/photos.html) Put a piece of clear tape on the back of each photo and lightly print (in pencil) your full legal name and I-94 number.
- Photocopy of the identification page in your passport. Include copies of your passport validity dates and any renewal or extension pages. You must have a valid, unexpired passport to apply.
- Photocopy of the F-1 visa page from your passport.
- Photocopy of all previous I-20s.
- Photocopy of previously issued employment authorization document. (for applications for renewal of work authorization only).
- Official transcript. Request your official transcript from the Office of the Registrar. Make sure the official transcript lists the courses you are currently taking to prove that you are carrying a full course of study.
- Certification of Status Letter. You may request this letter from an international student advisor at [https://ipconnect.oregonstate.edu](https://ipconnect.oregonstate.edu) under the “Student Services” section.

**STEP 4:** Determining appropriate USCIS Lockbox to mail documents. View this website to determine where to mail the application: [https://www.uscis.gov/forms/forms-information/uscis-phoenix-and-dallas-lockbox-facilities](https://www.uscis.gov/forms/forms-information/uscis-phoenix-and-dallas-lockbox-facilities)

The mailing address you use depends on the address you entered in PART 2 of the I-765 form and your mailing method. The USCIS Lockbox Facility will forward your application to the correct USCIS Service Center for processing. Keep copies of all documents you send. If using the U.S. Postal Service, request mail tracking or use certified mail with a return receipt. Allow 3-5 months processing time. To check the status of your application, visit: [https://egov.uscis.gov/casestatus/landing.do](https://egov.uscis.gov/casestatus/landing.do)

**STEP 5:** If off-campus employment authorization is granted, upload a copy of your Employment Authorization Document (EAD) to OIS. To upload the document, go to [https://ipconnect.oregonstate.edu](https://ipconnect.oregonstate.edu/) and log in with your OSU username and password. Click on Student Services and Upload New Immigration Document.

**STEP 6:** Stop working off-campus by the end date on the EAD card if you are still waiting for a new, renewed card from USCIS. To renew your EAD, you should apply at least 90 days- and not more than 6 months- before your current authorization expires. The full application process must be repeated. Please keep in mind the 3-5 month USCIS processing time.
OFF-CAMPUS EMPLOYMENT BASED ON SEVERE ECONOMIC HARDSHIP
I-20 REQUEST FORM

Name (First Last): _________________________________________________________

Student ID: ______________________

Current U.S. Address: Go to https://ipconnect.oregonstate.edu Click on Select biographical information, then Local U.S. Address E-Form. * You are required to report your address to SEVIS to maintain your immigration status.

Please initial in each box:

☐ I have attached a budget showing my monthly expenses and income for the year.

☐ I have attached a written statement explaining:
  • how my current financial crisis is due to circumstances beyond my control
  • how/why on-campus employment is unavailable or is not sufficient to meet the needs that have arisen due to the unforeseen circumstances
  • how off-campus employment will not interfere with me carrying a full course of study

☐ I understand that I may not engage in off-campus employment until I receive an employment authorization document (EAD card) from USCIS. I understand that I must submit a copy of the card to OIS once received.

Student’s Signature: ___________________________ Date: ___________________________