

Off-Campus Employment Based on Hardship

Students in good academic standing may be allowed to work off campus after they have been in school for at least one academic year. Students eligible will be allowed to work part time (20 hours) per week while school is in session and full time during vacation periods.

If no other on campus employment opportunities are available or are otherwise insufficient, F-1 students may be eligible for off-campus work authorization. The ***need must be as a result of unforeseen circumstances beyond the student's control.*** Students must first make a good faith effort in locating employment on-campus before applying to the USCIS for employment based on economic hardship! If both types of employment are unavailable, the designated school official's (DSO's) certification is required. An interview with a DSO at International Student's and Scholars is required before certification can be given. An appointment should be made for this interview.

Forms Needed:

1. Form **I-765**
2. Copy of I-20 with date stamp
3. Form **I-20** provided by ISS with DSO certification
4. **Copy of Passport**
5. **Copy of I-94 Card (front & back)**
6. **Pictures** (2 passport style photos)
7. Form **I-765 Signature Card** (fingerprint of right index finger)
8. Letter of explanation requesting off campus employment
9. Support **letters** explaining the unforeseen change in your monetary situation
10. Copy of any previous Employment Authorization Document (**EAD**) issued
11. **\$340.00 money order** (made payable to USCIS)

After your interview with one of the DSO's, mail your application (either certified or registered) to:



Nebraska Service Center
Home Land Security
USCIS
850 S. Street
P.O. Box 87765
Lincoln, NE 68501-2521

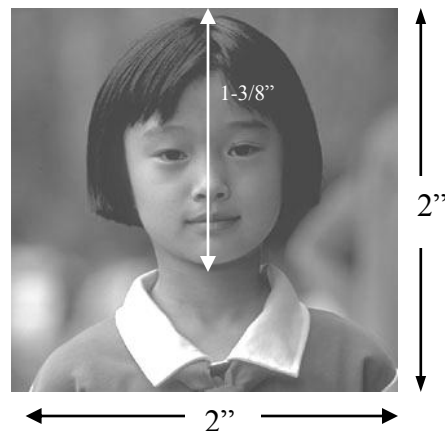
PHOTOGRAPH REQUIREMENTS

Two (2) color full frontal face/passport photos with a white background.

Both photos must be of just you, and both photos must be identical. They should NOT be mounted or retouched, and they must be printed on thin-glossy paper. Your head should be bare unless you are wearing a headdress as required by a religious order to which you belong. Your photos should not be larger than 2 x 2 inches, with the distance from the top of your hair to just below your chin about 1-3/8 inches. Lightly print your name, with a pencil, and your 11 digit admission number from your I-94 card on the back of each photo.

For more information on photo standards visit the Department of State website at:

<http://www.travel.state.gov/passport/pptphotos/index.html>



I-765, Application For Employment Authorization

Do not write in this block.

Remarks	Action Block	Fee Stamp
A#		
Applicant is filing under §274a.12 _____		

Application Approved. Employment Authorized / Extended (*Circle One*) until _____ (Date).
 _____ (Date).
 Subject to the following conditions: _____
 Application Denied.
 Failed to establish eligibility under 8 CFR 274a.12 (a) or (c).
 Failed to establish economic necessity as required in 8 CFR 274a.12(c)(14), (18) and 8 CFR 214.2(f)

I am applying for: Permission to accept employment. (OFF CAMPUS EMPLOYMENT)
 Replacement (*of lost employment authorization document*)
 Renewal of my permission to accept employment (*attach previous employment authorization document*).

1. Name (Family Name in CAPS) (First) (Middle) Which USCIS Office? Date(s)

2. Other Names Used (Include Maiden Name) Results (Granted or Denied - attach all documentation)
 C/O International Programs & Services SIUC

3. Address in the United States (Number and Street) (Apt. Number) 12. Date of Last Entry into the U.S. (mm/dd/yyyy)
 860 Lincoln Dr NW Annex B Wing

(Town or City) (State/Country) (ZIP Code) 13. Place of Last Entry into the U.S.
 Carbondale IL 62901-4333

4. Country of Citizenship/Nationality 14. Manner of Last Entry (Visitor, Student, etc.)

5. Place of Birth (Town or City) (State/Province) (Country) 15. Current Immigration Status (Visitor, Student, etc.)

6. Date of Birth (mm/dd/yyyy) 7. Gender Male Female
 Married Single
 Widowed Divorced

8. Marital Status 16. Go to **Part 2** of the Instructions, Eligibility Categories. In the space below, place the letter and number of the category you selected from the instructions (For example, (a)(8), (c)(17)(iii), etc.).
 Eligibility under 8 CFR 274a.12 (c) (3) (iii)

9. Social Security Number (Include all numbers you have ever used) (if any) 17. If you entered the Eligibility Category, (c)(3)(C), in item 16 above, list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number in the space below.
 Degree: _____
 Employer's Name as listed in E-Verify: _____
 Employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number _____

10. Alien Registration Number (A-Number) or I-94 Number (if any)

11. Have you ever before applied for employment authorization from USCIS?
 Yes (If yes, complete below) No

Certification

Your Certification: I certify, under penalty of perjury under the laws of the United States of America, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the Instructions in **Part 2** and have identified the appropriate eligibility category in **Block 16**.

Signature Telephone Number Date

Signature of person preparing form, if other than above: I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.

Print Name Address Signature Date

Remarks	Initial Receipt	Resubmitted	Relocated		Completed		
			Rec'd	Sent	Approved	Denied	Returned





Signature

Place
Print
Here