

# **Work Authorization**

## **For Severe Economic Hardship**

**(Offline (paper) I-765 application process)**

***Important:*** If you have severe economic hardship caused by circumstances beyond your control that arose after starting F-1 status, you may apply for work authorization 9 months after beginning full-time studies as an F-1 visa holder at UNO. To determine if you are eligible for work authorization, provide an international student advisor in ASH 241 a letter explaining your financial circumstances of hardship, a letter from your sponsor explaining his/her financial situation and any proof of the hardship that you can provide. After receiving approval to apply for work authorization, follow these steps.

- 1) Complete the Form I-765.
- 2) Obtain a cashiers check, money order, or write a personal check for \$380 made payable to “U.S. Citizenship and Immigration Services (USCIS).”
- 3) Get two pictures taken (see specifications on page 3).
- 4) Make an appointment with an international student advisor by calling 554-2293. Bring all required documentation to your appointment.
- 5) Receive the SEVIS Form I-20 giving recommendation for economic hardship employment from an international student advisor in ASH 241.
- 6) Our office will send the required documentation to USCIS for you.

### Required documentation with each application:

- A letter from you explaining your financial circumstances of hardship, also noting the unforeseen nature of the situation
- A letter or fax from your sponsor explaining his or her financial situation
- A letter from you explaining your financial circumstances of hardship, also noting the unforeseen nature of the situation
- \$380.00 – Fee can be paid by a cashiers check, money order, or a personal check made payable to “U.S. Citizenship and Immigration Services (USCIS).”
- A copy of your SEVIS I-20 updated by an international student advisor recommending employment due to economic hardship. Copies of your previous I-20s may also be required.
- Form I-765
- A copy of your I-94 Departure Record (front and back)
- A copy of the U.S. visa in your passport
- A copy of the ID page in your passport
- A copy of the previously issued Employment Authorization card (EAD) if applicable (front and back)
- An optional letter from an international student advisor affirming financial circumstances of hardship

### Important Information to know:

- It takes several weeks or even months to receive your EAD (Employment Authorization Document) from the USCIS (U.S. Citizenship and Immigration Services) if your request is granted.
- You may not work off campus without an EAD card with work authorization.
- Work authorization ends when a student completes his program or transfers to another school.
- After receiving your EAD card, you may work 20 hours a week while school is in session and full-time during official school breaks (winter & summer breaks).



Ideal size, background, and pose - the image should follow the U.S. Passport and U.S. Visa Photography Guide available on this website: <http://travel.state.gov/passport/pptphotos/index.html>.

## **PHOTOS**

Photos should be in the standard passport size 2 X 2 inches and the standard, full frontal face position taken from slightly above the top of the hair to the middle of the chest. Photos should be in color with a white background; taken within the past 30 days; unmounted; printed on thin paper; glossy; and unretouched. Your head should be bare unless you are wearing a headdress as required by a religious order to which you belong. Lightly print your family name on the back of each photo in pencil. Photos are available in the Epley Administration Building - call 554-3536 for an appointment.

# Sample Letter

This is a sample letter to obtain permission to work because of economic necessity. You must write your own letter. This letter will give you a general idea of what information should be included in your letter. **Keep a copy of your letter in case it is lost and you need to request a replacement.**

Your sponsor must also write a letter explaining the change in his or her financial circumstances. If he/she cannot write in English, a foreign language translation is acceptable. A faxed copy is acceptable.

## EXAMPLE

Today's Date:

To Whom It May Concern:

I hold an F-1 visa, and I am required by financial necessity to request permission to work off campus. As indicated on my I-20, I am supported by (fill in your support as indicated in #8 on your I-20).

(In this paragraph, you must explain what has happened to cause you to have a change in financial support. Devaluation of your country's currency is a legitimate reason, but you must show how this affects your personal situation. If there are several reasons, give them all but NEVER declare that you have no support whatsoever).

The following lists my assets, income, and expenses: (You must honestly estimate your own assets, income, and expenses. **Do not use the numbers in this sample letter.**)

Assets/Income: \$6,000 in bank accounts  
\$6,000 from my parents  
\$2,000 from my brother

**Total: \$14,000**

Expenses: \$13,916 for tuition, fees, & health insurance  
\$7,270 for room and board  
\$ 900 for books and supplies  
\$21,150 for personal expenses

**Total: \$24,196 (be sure your total equals the amount listed on your I-20)**

I very much want to complete my studies here at the University of Nebraska. I appreciate your consideration of my request.

Sincerely,  
(your name)