



International Services

## Applying for Economic Hardship Employment Authorization

### Overview

Economic hardship employment is off-campus employment authorization that is for economic need, and is not required to be related to the student's academic program of study. Off-campus employment for F-1 students is authorized only in cases of severe economic hardship that occurs after a student has begun an academic program. This is a case-by-case exception made for students who can show that new, unexpected circumstances have created severe economic hardship, and that these circumstances were beyond their control. **Students must be able to submit evidence of economic hardship**, such as affidavits or receipts, which demonstrate in detail the unforeseen economic circumstances that caused the hardship.

### Eligibility Criteria

1. Student has been in F-1 status for at least **one academic year** (9 months)
2. Student is maintaining F-1 status (full-time enrollment, etc.)
3. Student is in **good academic standing** (getting passing grades)
4. Can demonstrate that no on-campus employment is available or otherwise it is insufficient to meet their need
5. Student can provide evidence of economic hardship caused by unexpected circumstances to justify the need. These hardships may include:
  - Loss of financial aid or on-campus employment - not due to student's fault
  - Large increases in tuition or living costs
  - Substantial decrease in the value of currency the student depends on for paying expenses
  - Unexpected changes in the financial conditions of the student's financial sponsor(s)
  - Unexpectedly large medical bills not covered by insurance
  - Other substantial, unexpected expenses

### Procedure

1. The F-1 student must apply for and obtain employment approval from the Primary Designated School Official (PDSO) in St. Louis, Missouri with an endorsement on a new Form I-20. See the checklist below for how to apply.
2. The student must file a Form I-765 and pay an application fee to the U.S. Department of Homeland Security. If the application is approved, the student will receive an Employment Authorization Document (EAD) and
3. After receiving the EAD, the student can then begin working off-campus.

## Student Contact Information:

Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Webster University Campus: \_\_\_\_\_

Street Address: \_\_\_\_\_ Apartment #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Checklist:** An application for Economic Hardship must include the following:

- Completed **Form I-765, Application for Employment Authorization**. Fill in **(c) (3) (iii)** on item #16. You can download the form and instruction from this website: <http://www.uscis.gov/i-765>.
- Completed **Form G-1145, E-Notification of Application/Petition Acceptance**. Download Form G-1145 from the USCIS web-site: <http://www.uscis.gov/files/form/g-1145.pdf>.
- Photocopies of **all** previously issued **form I-20s**, including I-20s from other schools
- Photocopy of a **new I-20** to be issued by the International Services Office
- Printed **Form I-94**
- Photocopies of the following **Passport pages**: (1) Name, picture and validity/expiration pages  
(2) Most recent visa page
- Application fee** (\$410 check or money order made payable to "U.S. Department of Homeland Security")
- Two identical passport-style** photos taken **within 30 days** (Using a pencil or a pen lightly print your name and I-94 number on the back of each photo). Photos specifications are on page 6 of the Form I-765 instructions located at: <http://www.uscis.gov/files/form/i-765instr.pdf>
- A detailed letter** describing the hardship and the need for employment authorization
- Evidence** supporting the claim of hardship made in your letter to USCIS
- Copy of any previous **Employment Authorization Documents** (front and back) (if applicable)

## How to Submit Your Application Materials:

Please submit all application materials as scanned PDFs or JPGs to [intlservices@webster.edu](mailto:intlservices@webster.edu).

Your **subject line** should be: "Economic Hardship, Last Name, First Name, Student ID#"

You will receive a response within 5-7 business days.

## Restrictions:

Employment authorization is granted in increments of one year at a time, so the student must reapply each year to renew the work authorization. Employment authorization will end if the student transfers from Webster University to another school or completes their degree. Employment is limited to no more than 20 hours per week when school is in session, but can be full-time (more than 20 hours a week) during holidays or vacation terms.