



International Student Center

## OFF-CAMPUS WORK REQUEST FOR SEVERE ECONOMIC HARDSHIP

An F-1 student may request employment authorization based on severe economic hardship caused by unforeseen circumstances beyond the student's control. These circumstances may include a loss of financial support, substantial fluctuations in the value of currency or exchange rate, or unexpected change in the financial condition of the student's source of support, medical bills, or other substantial and unexpected experiences.

**Source:** [Title 8 Code of Federal Regulations \(CFR\) 214.2\(f\)\(9\)](#)

### Eligibility Requirements

- Student is currently in valid F-1 status
- Student must have been lawfully enrolled on a full-time basis for one full continuous academic year (Fall & Spring)
- Student is in good academic standing
- Must be enrolled in a full course of study
- Show proof that the employment is necessary due to unforeseen economic circumstances beyond student's control

### Conditions of Work

- Employment will not interfere with academic studies
- Job offers are not required before applying
- Work is not restricted to your field of study/major
- Employment will only be granted for a maximum of 12 months or up to your expected date of graduation (whichever is less). If you wish to extend your work authorization and have not graduated, you need to apply again
- Employment is only authorized part-time (20 hours per week or less) while school is in session.
- Your employment authorization is automatically terminated if you fail to maintain your F-1 status, transfer to another school, or graduate

### Required Documents

- **Off-Campus Employment Request for Severe Economic Hardship (below)**
- [USCIS Form I-765](#) Application for Employment Authorization
  - View the [I-765 Instructions](#) to complete the form
  - The code for employment based on economic hardship is **(3) (c) (iii)**
- [Form G-1145](#)
- [I-765 Application Fee](#). Check the USCIS website for the most updated fees
  - Make check or money order payable to **U.S. Department of Homeland Security**
- Photocopies of all I-20's (page 1 and page 2)
  - If you have misplaced any I-20, you can write a statement with the name of the school and dates of attendance

Pasadena City College • International Student Center

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## International Student Center

- Copy of Form I-20 issued with Recommendation for Economic Hardship Employment (this will be provided to you after your appointment)
- 2 identical, passport-size, color photographs
- Copy of your passport ID page
- Copy of F-1 visa
- [Copy of I-94](#)
- Copy of Employment Authorization Card (EAD) if you had a prior authorization for employment
- A personal statement describing the unforeseen hardship and why on-campus employment is unavailable or insufficient
- Recommended supporting documents. Some of these may not apply to your situation:
  - Loss of financial assistance
  - Substantial fluctuations in the value of your country's currency or in the exchange rate
  - Unusually high medical bills
  - Unemployment claim
  - Death certificate

### How to Apply

- Review eligibility requirements
- Collect and complete required documents (above)
- Schedule an appointment with an ISC Advisor by visiting [www.pasadena.edu/international](http://www.pasadena.edu/international)
- If request is approved, ISC Advisor will review your documents and issue a new I-20 with the employment recommendation
- Mail all documents to USCIS

### Mail Application to USCIS

- If your address on I-765 is in **California**, mail your application to:

For U.S Postal Service (USPS):  
USCIS  
P.O Box 21281  
Phoenix, AZ 85036

For FedEx, UPS, and DHL deliveries:  
USCIS  
Attn: NFB AOS  
1820 E. Skyharbor Circle S  
Suite 100  
Phoenix, AZ 85034

- Processing times by USCIS for employment applications may range from 2 to 3 months
- You will receive the I-797 Receipt Notice via mail in about a month after you mail your application
- Check your application status online at [www.uscis.gov](http://www.uscis.gov). Click "Check your Case Status"
- **Make a copy of your application materials for your records before mailing your application**

### After you receive approval from USCIS

- USCIS will issue you an Employment Authorization Document (EAD)
- You **may not begin** employment until you have received the EAD



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### OFF-CAMPUS WORK REQUEST FOR SEVERE ECONOMIC HARDSHIP

FOR STUDENT TO COMPLETE	
Last Name:	First Name:
PCC ID#:	Date of Birth: (MM/DD/YY)
Cell Phone #:	City of Birth:
PCC Email Address: @go.pasadena.edu	
Major:	

Employment Start Date (month/day/year):	Employment End Date (month/day/year):
I have been in F-1 continued status for at least one academic year: <input type="checkbox"/> Yes <input type="checkbox"/> No	

- I certify I have read the **Off-Campus Work Request for Severe Economic Hardship**
- Failure to comply and complete the above requirements could result in the termination of my F-1 status
- My signature below signifies agreement of these terms and conditions

Student's Signature:	Date (month/day/year):
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**For office use only**

Initials \_\_\_\_\_ Date \_\_\_\_\_ SEVIS \_\_\_\_\_ Request Log \_\_\_\_\_ SARS \_\_\_\_\_ Email Student \_\_\_\_\_ 1<sup>st</sup> Sem RCL \_\_\_\_\_ 2<sup>nd</sup> Sem RCL \_\_\_\_\_