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
11. $380.00 processing Fee – You may use a personal check or money order made payable to the U.S. Department of Homeland Security (print this on your check/Money order exactly as it is written here). *

After your appointment with the DSO you will need to send your application to the USCIS office in Phoenix, AZ. The application must reach the USCIS office within 30 days of the time that the I-20 is created on the day of your appointment.

If you are sending your application via the U.S. Postal Service (Certified, Express Mail) you must send it to the following address:

USCIS
PO Box 21281
Phoenix, AZ 85036

If you are sending your application through a courier (such as UPS or FedEx) then you must send it to the following address:

USCIS
Attn: AOS
1820 E Skyharbor Circle S
Suite 100
Phoenix, AZ 85034

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:

Revised 09/28/2011
## Department of Homeland Security
### U.S. Citizenship and Immigration Services

**I-765, Application For Employment Authorization**

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<td>□ Failed to establish eligibility under 8 CFR 274a.12 (a) or (c).</td>
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<td>□ Failed to establish economic necessity as required in 8 CFR 274a.12(c)(14), (18) and 8 CFR 214.2(f)</td>
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I am applying for:
- Permission to accept 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)

### 3. Address in the United States (Number and Street) (Apt. Number) (Town or City) (State/Country) (ZIP Code)

### 4. Country of Citizenship/Nationality

### 5. Place of Birth (Town or City) (State/Province) (Country)

### 6. Date of Birth (mm/dd/yyyy) 7. Gender [ ] Male [ ] Female

### 8. Marital Status
- [ ] Married
- [ ] Single
- [ ] Widowed
- [ ] Divorced

### 9. Social Security Number (include all numbers you have ever used) (if any)

### 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

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Form I-765 (Rev. 01/19/11)
Who Can Receive E-Mails and/or Text Messages?

When you file an immigration form at one of the three U.S. Citizenship and Immigration Services (USCIS) Lockbox facilities, you will have the option to receive an e-mail and/or text message informing you that USCIS has accepted your application or petition. If you provide an e-mail address and a mobile phone number, you will receive both types of electronic notification (e-Notification) messages.

The three USCIS Lockbox facilities are located in Chicago, IL, Phoenix, AZ, and Lewisville, TX.

You should verify where to file by reviewing the filing instructions related to your immigration form(s). Please note that some immigration forms will continue to be filed with USCIS Service Centers or Field Offices. USCIS Service Centers or Field Offices will not provide e-mail and text message notifications at this time. USCIS will continue to expand its e-Notification messaging capabilities to include these filings.

When Will I Be Notified?

USCIS will notify you within 24 hours of accepting your immigration form(s).

What Will the E-Mail or Text Message Include?

The message will provide a receipt number as information but will not constitute official notice of acceptance. The e-mail notice will also provide a brief statement on how to get additional information about the status of your case.

USCIS will then send the official receipt notice, Form I-797C, Notice of Action, to the person seeking the benefit or the person's representative, as appropriate, via the U.S. Postal Service. There will be no e-Notification for acceptance of Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative. E-mail or text messages that cannot be delivered will not be retransmitted.

What If I Want to Submit Multiple Applications?

If you are submitting multiple immigration forms for one applicant, please clip this entire form with the e-mail address and/or mobile phone number (see below) to the front of the first immigration form of the package. You will receive a separate e-mail and/or text message for each accepted immigration form.

For representatives who file multiple unrelated immigration forms in one envelope, and who want their clients to receive e-Notification(s), this form, with the notification information provided below, must be clipped to the front of each related package of immigration forms. The e-Notification message will provide a receipt number for each immigration form but will not include the applicant's name because the message cannot be sent over a secure network. One e-mail and/or text message will be sent per accepted immigration form; e-Notification will only be sent to the person requesting the benefit(s).

Does the E-Notification Grant Any Type of Status or Benefit?

No. The e-mail or text message does not grant any immigration status or benefit. You may not present a copy of the e-mail or text message as evidence that USCIS has granted you any immigration status or benefit. Receipt of the transmission cannot be used as supporting evidence for other benefits.

Will USCIS Cover My Costs to Receive E-Mails and Text Messages?

No. USCIS assumes no legal responsibility for your costs to receive e-mail and/or text messages. USCIS will not reimburse you for any costs related to e-Notification.

How Can I Request E-Mails or Text Messages?

If you submit your immigration form(s) to a USCIS lockbox facility and include your e-mail and/or mobile phone number in the appropriate box below, USCIS will use this information as permission to send an e-Notification to you.

Paperwork Reduction Act

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at three minutes per response, including the time for reviewing instructions and completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Products Division, 111 Massachusetts Avenue, N.W., 3rd Floor, Suite 3008, Washington, DC 20529-2210. OMB No. 1615-0109. Do not mail your application to this address.

Complete this form and clip it on top of the first page of your immigration form(s).

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<th>Applicant/Petitioner Full Last Name</th>
<th>Applicant/Petitioner Full First Name</th>
<th>Applicant/Petitioner Full Middle Name</th>
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E-Mail Address

Mobile Phone Number (Text Message)