

## 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 to apply 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 in the form of an I-20 recommendation. An appointment with a DSO at International Student's and Scholars (ISS) is required before certification can be given. An appointment may be scheduled by emailing [issinfo@siu.edu](mailto:issinfo@siu.edu).

### **Forms Needed:**

1. Form **I-765** Application for Employment Authorization, using the code: (c)(3)(iii) in the *Eligibility Category* field (May be found at [uscis.gov](http://uscis.gov))
2. Copy of latest **I-20**
3. New Form **I-20** provided by ISS with DSO certification
4. Copy of **Passport**
5. Copy of **I-94** printout
6. **Pictures** (2 passport style photos)
7. Support letters explaining the unforeseen change in your monetary situation
8. Letter of explanation requesting off campus employment, describing the unforeseen hardship and cause of hardship, and explain why other employment options are unavailable or insufficient
9. Copy of any previous Employment Authorization Document (EAD) issued
10. Form **G-1145** (May be found at [uscis.gov](http://uscis.gov))
11. **\$410.00 processing fee** – You may use a personal check or money order made payable to the **U.S. Department of Homeland Security**  
Fee must be included, unless you wish to request a fee waiver. To request a waiver, also include a Form I-912, Request for Fee Waiver.  
Review USCIS guidance on fee waivers before completing Form I-912.

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 passport photo standards visit the Department of State website.

