

ECONOMIC HARDSHIP: F-1 OFF CAMPUS EMPLOYMENT

To apply for permission to work off-campus based on economic hardship, you must document that:

- You have been in valid F-1 status for at least one academic year (9 months)
- You are currently in good academic standing and are carrying a full course of study
- On-campus work opportunities are insufficient
- You are experiencing economic hardship based on unforeseen circumstances beyond your control. For example: proof of substantial changes in the value of your home currency, the loss of a scholarship or other financial support, unexpected medical expenses

TO APPLY

1. You must meet with the Coordinator of International Services to document your economic hardship.
2. Submit the following to the Coordinator of International Services for approval:
 - Your I-20 (all of the ones you have been issued)
 - I-94
 - Passport
 - Form I-765
 - Two (2) color passport photographs of yourself taken within 30 days of this application
 - Budget which indicates previous funds and present funds
 - A cover letter from you explaining your situation, requesting employment authorization, explaining efforts to obtain employment, explaining your unforeseen economic hardship
 - Documentation of the hardship. Examples include
 - Copies of past and present currency exchange charts showing the devaluation of your country's currency (if applicable and possible to obtain)
 - Proof of unexpected changes in the financial situation of your sponsor (if applicable)
 - Copies of medical bills or other substantial and unexpected expenses (if applicable)
 - Letter from parent's employer stating loss of job or income (if applicable)
 - A check or money order payable to the U. S. Citizenship and Immigration Services for **\$340**.
3. The Coordinator of International Services will review your documents and return them to you for mailing to the Vermont Service Center via registered or certified mail.
4. You must have the EAD card in hand before you begin work. Your job does not have to connect to your major. So, for example, you could work as a waitress or as a department store clerk. The card is valid for one year and is renewable.