

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.

Note: The job does not have to be connected to your major. You cannot work more than 20 hours a week during the semesters. The card is renewable and does not affect OPT time.

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 them)
 - 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
 - Proof such as
 - 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 **\$410**.
3. The Coordinator of International Services will complete her portion of the application process, review your documents, and return them to you for mailing to the Vermont Service Center via registered or certified mail.
4. Ask the Post Office for a receipt and return a copy of the receipt to the Coordinator of International Services. She will put it in your file.