

**How to Apply for
Severe Economic
Hardship
Off-campus
Work
Authorization**



UNIVERSITY of **HOUSTON**

OFFICE OF THE PROVOST

Eligibility

- (1) The student has been in F-1 status for one full academic year;
- (2) The student is in good standing as a student and is carrying a full course of study as defined in paragraph (f)(6) of this section;
- (3) The student has demonstrated that acceptance of employment will not interfere with the student's carrying a full course of study; and
- (4) The student has demonstrated that the employment is necessary to avoid severe economic hardship due to unforeseen circumstances beyond the student's control pursuant to paragraph (f)(9)(ii)(C) of this section and has demonstrated that employment under paragraph (f)(9)(i) of this section is unavailable or otherwise insufficient to meet the needs that have arisen as a result of the unforeseen circumstances.

The Work Authorization

- The employment authorization may be granted in one year intervals up to the expected date of completion of the student's current course of study.
- A student has permission to engage in off-campus employment only if the student receives the EAD endorsed to that effect.
- Employment is limited to 20 hours per week when school is in session and full-time during the student's annual vacation.
- Can be in any job. Does not have to be related to course of study.
- Student can apply for renewal if the student is maintaining status and good academic standing.
- This authorization is automatically terminated if the student fails to maintain status, transfers to another school, or begins a new educational program

Process Outlines

Student submit the following documents to request a Form I-20 that reflects the recommendation:

- **Copies of Passport(s) that is valid for six months into the future and most recent visa page.**
- **I-94 (you can print it out from www.cbp.gov/i94 in case you don't have one).**
- **Copy of Change of status approval notice(I-797) if you changed your status in the U.S. and have not left the U.S.**
- **Copy of the EAD card if you have any.**
- **A personal letter demonstrating that the employment is necessary to avoid severe economic hardship due to unforeseen circumstances beyond your control and on campus employment is either unavailable or insufficient to meet your financial needs.**
- **All supporting materials.**
- **[Form I-765](#).**
- **[Form I-912](#) if apply for the fee waiver.**
- **[Form G-1145](#).**

Mail Your Application to USCIS

- **G-1145 form**
- **I-765 application form**
- **A personal check payable to U.S. Department of Homeland Security for \$410 or Form I-912 (fee waiver application).**
- **2 Photos in a ziplock bag stapled to I-765.**
- **Copy of new I-20 (Pgs.1&2) with the recommendation on p. 2 after student's signature. *You keep the original.***
- **Copy of passport photo page including expiration date and most recent visa page**
- **Copy of most recent I-94 (you can print it out from www.cbp.gov/i94 in case you don't have one).**
- **Copy of Change of status approval notice(I-797) if you changed your status in the U.S. and have not left the U.S.**
- **Copy of the EAD card (front and back) if you have any.**
- **A personal letter demonstrating that the employment is necessary to avoid severe economic hardship due to unforeseen circumstances beyond your control and on campus employment is either unavailable or insufficient to meet your financial needs.**
- **All supporting materials.**

When to Apply for Renewal of the EAD

- Students must reapply to USCIS each year to renew this work authorization.
- This EAD renewal filing window is within 180 days before your original EAD expires.

Termination of Off-campus Employment Authorization

- All kinds of off-campus employment authorization granted under 8 CFR 214.2(f)(9) are terminated when the student transfers from one school to another, or if the student fails to maintain status.
- Also, CPT/EAD are terminated when the student begins a new educational program.

Thank You!



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