Application for Off-Campus Employment Due to Economic Hardship

Who Is eligible for Economic Hardship?

☐ F-1/J-1 visa students who have looked for but have not found employment opportunities on-campus and are in **severe** economic hardship caused by circumstances **beyond student's control** that arose after obtaining F-1/J-1 status.
☐ Students have been on F-1/J-1 status for one academic year **in good standing.**

Conditions/Limitations

☐ Student cannot begin employment until he/she receives the Employment Authorization Document from U.S. Citizenship and Immigration Services (USCIS).
☐ Student must continue to engage in a full course of study during academic year.
☐ Acceptance of employment should not interfere with the full course of study. Employment will be limited to 20 hours per week while school is in session. Full-time employment is allowed during official school breaks.
☐ Off-campus employment must end if student transfers to another school.
☐ If the application is denied, USCIS will indicate the reason for the denial in writing. A denial may not be appealed, although, if the circumstances warrant, a motion to reopen or reconsider with a separate form could be filed.
☐ Processing time for employment authorization document varies, and student must wait a few months. Authorization is granted in one-year intervals, up to the expected date of completion of studies. Student must reapply to from USCIS each year to renew this work authorization.

Provide the following documents to International Student Services

☐ **Personal statement describing in details the unforeseen hardship situation:** Please attach backup documentation as proof of what had happened.
☐ **Completed Form I-765:** Enter code **(c) (3) (iii)** in item 16.
☐ **Two photographs:** See Instructions, page 6 on this instruction sheet.
☐ **A check or money order for $380 non-refundable fee payable to U.S. Department of Homeland Security:** See page 7 of I-765 instructions.
☐ **An itemized list reflecting your current bills**
☐ **A copy of your current bank statement**
☐ **Proof that on-campus jobs are unavailable:** See page 2 of this handout.
☐ **Copies of the following:** Form I-94 (front and back), passport biographic data page (the passport must be valid), visa, current I-20/DS-2019, previous employment authorization document (if applicable)

What to send and where

1. Upon review and verification for this benefit, an UTSA **international student advisor** will generate a new I-20/DS-2019 with recommendation for employment. Student will receive two copies of this I-20/DS-2019 (one for USCIS and one for personal records). Student should sign I-20/DS-2019 before mailing to USCIS.

2. All above listed documents and signed I-20/DS-2019 must be mailed to the following address:

For US Postal Service deliveries	For Courier/Express deliveries
USCIS Dallas Lockbox USCIS, P.O. Box 660867 Dallas, TX 75266	USCIS Attn: AOS 2501 S. State Hwy. 121, Business Suite 400 Lewisville, TX 75067

3. USCIS will issue an Employment Authorization Document, if they approve your application. When you receive the Employment Authorization Document, you must bring a copy of the Employment Authorization Document to International Student Services. Please do not forget to check your Employment Authorization Document for any errors. If you find any errors, please call USCIS Customer Service listed on your Receipt Notice.

4. If you do not have a Social Security number (SSN), you can apply for one upon receipt of your Employment Authorization Document. Visit the International Gateway for information on how to apply for an SSN.

Note: Application itself for off-campus employment **does not guarantee** approval. The decision will be made by the USCIS Adjudication Officer upon review and consideration of your application.

List of employment applications on UTSA campus

Please list five on-campus offices you visited where employment was unavailable.

Department_____

Contact Person_____

Telephone Number_____

Positions available _____ Date of application _____
                   YES   NO   (mm/dd/yy)

Department_____

Contact Person_____

Telephone Number_____

Positions available _____ Date of application _____
                   YES   NO   (mm/dd/yy)

Department_____

Contact Person_____

Telephone Number_____

Positions available _____ Date of application_____
                   YES   NO   (mm/dd/yy)

Department_____

Contact Person_____

Telephone Number_____

Positions available _____ Date of application _____
                   YES   NO   (mm/dd/yy)

Department_____

Contact Person_____

Telephone Number_____

Positions available _____ Date of application _____
                   YES   NO   (mm/dd/yy)