ECONOMIC HARDSHIP

F-1 students who are maintaining their status may be eligible for off-campus employment authorization if they suffer from unforeseen economic hardship. You must have been a full time student for 9 months and be experiencing unforeseen economic hardship. If you feel you qualify, you should meet with your international student adviser to discuss your situation. If the international student advisor decides that your circumstances warrant application, s/he will recommend to USCIS that you be authorized for off-campus employment. USCIS uses very strict guidelines in determining eligibility, so an international student advisor’s decision that you may be eligible does not guarantee that you will be approved.

If you are approved for off-campus employment due to severe economic hardship, you will receive an Employment Authorization Document (EAD) valid for one year or until your academic program ends, whichever period is shorter. It will allow you to work part-time off campus — you are NOT restricted to your field of study with this type of employment authorization ONLY. You may also use your EAD card to work on campus up to 40 hours per week. If you decide to transfer away from Portland State, your EAD will not be valid at the new school.

APPLICATION PROCEDURE

To apply for economic hardship, you will need to provide the following documentation:

1. **USCIS Form I-765.** We recommend that you complete this form on-line then print it out.

2. **USCIS form G-1145.** You may submit this optional form with your Economic Hardship application to receive electronic notification that your form has been accepted at the USCIS lockbox facility to which it was sent.

3. Check or money order made out to U.S. Department of Homeland Security for $410.00. Please check the USCIS website for the most current fee (https://www.uscis.gov/i-765). You may also pay by credit card: [https://www.uscis.gov/g-1450](https://www.uscis.gov/g-1450).

4. Photocopies of the following: identity and expiration pages of your passport, your visa, and your I-94 card (front and back) or your electronic I-94 record (download from [www.cbp.gov/I94](http://www.cbp.gov/I94)). If you have had EADs previously, you must also send photocopies of them, as well as an I-20 on which Economic Hardship work authorization has been recommended (issued by our office after receiving all other copies/documents).

5. Two recent passport photos.

6. A letter explaining your situation and any supporting documentation (for example, a letter you’re your sponsor withdrawing support, newspaper articles, bank notices, hospital bills, etc.)

Your international student advisors will issue a new I-20 upon receipt of your application. You will need to return to OISS to sign the new I-20 before OISS can send the application to USCIS. The USCIS Service Center usually takes 3-5 months to review Economic Hardship applications. You can expect to receive a Receipt Notice about 2 weeks after your application is submitted. Please bring this notice to the OISS so that we can put a copy in your file. Your EAD will be sent directly to you by USCIS. PLEASE REMEMBER to update your address with USCIS if you move, as well as with the U.S. Postal Service and OISSS (through Banweb).