

Economic Hardship Application Form

Step I – Review the Economic Hardship Presentation on the OIS Website before Completing the Application

Step II – Submit the Following Documents to the Office of International Services

- Economic Hardship Request Form
- Completed Form I-765 [Indicate (c) (3) (iii) in Question 16. (OIS will review the Form I-765 and return it to you)]
- A letter written by the student to USCIS that proves that employment is necessary due to severe economic hardship that has been caused by circumstances beyond your control. These circumstances must have arisen after you obtained your F-1 status, and you need to explain why other employment options (i.e. on-campus employment) are unavailable or insufficient. You may include additional information, i.e. a letter from home explaining a change in your family's financial circumstance.
- Form G-1145 (Optional)

Step III – Pick up All of Your Documents from the Office of International Services

OIS will contact you by e-mail when your new I-20 is ready. This new document will reflect your requested economic hardship start and end dates. At this time we will also return your Form I-765 and provide you with a Letter of Support from OIS.

Step IV – Prepare All of the Following Documents and Mail Your Complete OPT Application to USCIS Within 30 Days*

- Check or Money Order** Payable to "Department of Homeland Security" – Current fee available at: <http://www.uscis.gov/portal/site/uscis/menuitem.5af9bb95919f35e66f614176543f6d1a/?vgnnextoid=73ddd59cb7a5d010VgnVCM10000048f3d6a1RCRD&vgnnextchannel=db029c7755cb9010VgnVCM10000045f3d6a1RCRD>
- Completed Form I-765**
- Photocopy of pages 1 and 3 of Economic Hardship I-20.**
- Photocopy of I-94** (front and back)
- Photocopy of Any Previous EADs** that you have had (Make sure the copy is legible)
- Photocopy of Relevant Passport Pages** (Picture and biographical information page and your U.S. visa page)
- Two Identical Color Photos (Passport Style)** with a white background taken within 30 days of your OPT application submission to USCIS. They should not be altered in any way. They should be printed on thin photo paper in a frontal, passport style. Headpieces are acceptable if worn daily or for religious purposes. Photos should be 2 x 2 inches, with the height of the head between 1 and 1-3/8 inches. Lightly print your I-94 number and full name on the back of each photo with a pencil. Please refer to the USCIS website at the link included above for further details, if needed.
- Student Letter** proving your need for economic Hardship Authorization.
- Letter of Support** from OIS.
- Form G-1145 (Optional):** E-notification of Application/Petition Acceptance. Submit this form only if you wish to be notified by text message or e-mail when your application is received. The G-1145 should be stapled to the front of your Form I-765.

This process can take up to three months for USCIS to process. For current USCIS processing times, please visit:

https://legov.uscis.gov/cris/processTimesDisplayInit.do;jsessionid=cbactdj7Co_zwbb8hNs1s.

You may not begin working until you have received your EAD Card from USCIS and you have reached the start date on your EAD.

- OIS recommends that you copy all of your documents for your records and that you mail your package using an Express Courier Service.
- Submit a copy of your EAD card to OIS once it arrives.

Send Your Complete Application to:

<p>If You Live In: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming, Guam, or the Commonwealth of Northern Mariana Islands</p>	<p>File your application at: USCIS Phoenix Lockbox U.S. P.S. Deliveries: USCIS, PO Box 21281 Phoenix, AZ 85036 Express Courier Deliveries: USCIS, Attn: AOS 1820 E. Skyharbor Circle S Suite 100 Phoenix, AZ 85034</p>	<p>If You Live In: Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Oklahoma, Tennessee, Texas, Vermont, Virginia, U.S. Virgin Islands, or West Virginia</p>	<p>File your application at: USCIS Dallas Lockbox U.S. P.S. Deliveries: USCIS, PO Box 660867 Dallas, TX 75266 Express Courier Deliveries: USCIS, Attn: AOS 2501 S. State Hwy. 121 Business Suite 400 Lewisville, TX 75067</p>
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Economic Hardship Request Form

F-1 Students: Review the Economic Hardship Application procedures before submitting this form. you must receive your EAD and you must reach the start date on the EAD before you may begin work.

J-1 Students: Please meet with an OIS Advisor to discuss the Application Procedure for Economic Hardship. You may begin working once you have received the Economic Hardship DS-2019 from OIS.

Name	GSU ID
GSU Email	Date of Birth (mm/dd/yy)
Phone	Major(s)
Degree level: <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctorate Other _____	
Non-GSU Email _____	

ECONOMIC HARDSHIP INFORMATION

State Date _____ / _____ / _____ End Date _____ / _____ / _____

****Economic hardship can be granted in a maximum of one year increments.***

I have attached the necessary documents to submit a complete Economic Hardship Application. I certify that the information that I have submitted is true and correct.

Signature	Date
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OFFICE USE ONLY

OIS Advisor	Front Desk	
_____	_____	Give student new I-20/DS-2019
_____	_____	Student signs page 1 of New I-20/DS-2019 and any Dependent I-20s/DS-2019s
_____	_____	Copy I-20/DS-2019
_____	_____	Give student original I-20/DS-2019 [and I-765 if F-1 Student]
_____	_____	Staple I-20/DS-2019 copies on top of remaining documents and file away

Economic Hardship Application Form

OMB No. 1615-0040; Expires 08/31/08

Department of Homeland Security
U.S. Citizenship and Immigration Services

I-765, Application For Employment Authorization

Do not write in this block.

Remarks	Action Block	Fee Stamp
A#		
Applicant is filing under §274a.12 _____		
<input type="checkbox"/> Application Approved. Employment Authorized / Extended (<i>Circle One</i>) until _____ (Date). Subject to the following conditions: _____ (Date). Application Denied. <input type="checkbox"/> Failed to establish eligibility under 8 CFR 274a.12 (a) or (c). <input type="checkbox"/> Failed to establish economic necessity as required in 8 CFR 274a.12(c)(14), (18) and 8 CFR 214.2(f)		

Select permission to accept employment.

This will be used as your mailing address. Enter c/o (person's name) if you will mail it to someone else. Write "APT" before your apartment number, if you live in an apartment.

Write your I-94 number here.

Select "Yes" to show you have personally applied to USCIS for an EAD card in the past.

Sign and date the form. Include your mobile phone number.

Enter the correct code:
(C) (3) (iii) – Economic Hardship

I am applying for:

Permission to accept employment.
 Replacement (*of lost employment authorization document*)
 Renewal of my permission to accept employment (*attach previous employment authorization document*).

1. Name (Family Name in CAPS) (First) (Middle) Which USCIS Office? Date(s)

2. Other Names Used (Include Maiden Name) Results (Granted or Denied - attach all documentation)

3. Address in the United States (Number and Street) (Apt. Number) 12. Date of Last Entry into the U.S. (mm/dd/yyyy)

(Town or City) (State/Country) (ZIP Code) 13. Place of Last Entry into the U.S.

4. Country of Citizenship/Nationality 14. Manner of Last Entry (Visitor, Student, etc.)

5. Place of Birth (Town or City) (State/Province) (Country) 15. Current Immigration Status (Visitor, Student, etc.)

6. Date of Birth (mm/dd/yyyy) 7. Gender Male Female

8. Marital Status Married Single Widowed Divorced

9. Social Security Number (Include all numbers you have ever used) (if any)

10. Alien Registration Number (A-Number) or I-94 Number (if any)

11. Have you ever before applied for employment authorization from USCIS?
 Yes (If yes, complete below) No

16. Go to **Part 2** of the Instructions, Eligibility Categories. In the space below, place the letter and number of the category you selected from the instructions (For example, (a)(8), (c)(17)(iii), etc.).
 Eligibility under 8 CFR 274a.12 () () ()

17. If you entered the Eligibility Category, (c)(3)(C), in item 16 above, list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number in the space below.
 Degree: _____
 Employer's Name as listed in E-Verify: _____
 Employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number _____

Certification

Your Certification: I certify, under penalty of perjury under the laws of the United States of America, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the Instructions in **Part 2** and have identified the appropriate eligibility category in **Block 16**.

Signature Telephone Number Date

Signature of person preparing form, if other than above: I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.

Print Name Address Signature Date

Remarks	Initial Receipt	Resubmitted	Relocated		Completed		
			Rec'd	Sent	Approved	Denied	Returned

Form I-765 (Rev. 04/08/08) N