Severe Economic Hardship Employment Authorization Information and Checklist

1) COMPLETE THE ATTACHED APPLICATION FORMS:

✓ Form I-765: APPLICATION FOR EMPLOYMENT AUTHORIZATION.
Complete items 1-15:

- **Item #3** – List your own address. If you are moving, you should find a friend who will accept your mail or obtain a U.S. post office box.
- **Item #10 – A-Number or I-94 Number**: Put your I-94 number unless USCIS has previously assigned you an alien registration number.
- **Item #16** – Enter the code for Economic Hardship Employment: (c)(3)(iii)
- **Your Certification** – Sign in BLUE ink, and put your telephone number and the date.

✓ Attachment to Form I-765: WHY I NEED OFF-CAMPUS EMPLOYMENT AUTHORIZATION TO AVOID SEVERE ECONOMIC HARDSHIP
Be sure the form is fully completed on both sides.

2) ATTACH THE FOLLOWING DOCUMENTS TO YOUR APPLICATION:

✓ **Evidence of severe economic hardship.** Attach any evidence that will prove that you are experiencing severe economic hardship that was both unexpected and beyond your control.

   *If your financial difficulties are caused by problems your sponsor (the person whose name appears on your Form I-20) is having, have your sponsor complete the Sponsor’s Affidavit of Severe Economic Hardship/ Revised Sworn Promise of Cash Support form attached and provide evidence of the unexpected circumstances that are now affecting your support and evidence of continued financial capability to provide the new promised support (if any).*

✓ **Evidence of original financial support.** Attach copies of original bank statement(s) and affidavit(s) that you submitted to Stevens to apply for your initial I-20.

✓ **Two passport photos- 2” x 2” with white background** (Visit this website for more information: http://travel.state.gov/passport/pptphotoreq/pptphotoreq_5333.html)

✓ **Forms I-20-** Photocopies of all previous Forms I-20 issued by us and other schools you have attended.
✓ Photocopy of any previous EAD Card(s)

✓ Photocopies of your passport identification page (with your photo) and visa

✓ $380 Fee in the form of a check or money order. Make it payable to U.S. Citizenship and Immigration Services. If you are using a personal check, it must have your name and address on it.

INFORMATION ABOUT APPLICATION PROCESSING

1. If, to the best of our knowledge, we determine that you have a valid reason for applying for Severe Economic Hardship Employment authorization, we will issue you a new Form I-20 with our recommendation on it. (This does not guarantee that your application will be approved.) We will contact you by e-mail to pick up and sign your new I-20 before sending your application to the USCIS.

2. Once you receive your new I-20, you will send your application to USCIS. Be sure to get a tracking number for your package. USCIS will take about three months to process your application. Unfortunately, there is no way to expedite the process.

3. USCIS processing takes up to 90 days from the date USCIS receives your application, and USCIS will communicate directly with you while they are processing it. Your receipt and (if your application is approved) your EAD will be sent to the address you put on your I-765. Please contact us if you receive any requests for additional information/evidence from USCIS, and please send us a copy of your EAD once you receive it.

4. You cannot work with an approval notice; you must wait until you receive your EAD to start working.