



UNIVERSITY OF
TEXAS
ARLINGTON

OFFICE OF
INTERNATIONAL
EDUCATION

• 817-272-2355 (phone) • 817-272-5005 (fax) • Box 19028 • www.uta.edu/oie •

Economic Hardship Application

An eligible F-1 student may request off-campus employment work authorization based upon severe economic hardship caused by unforeseen circumstances beyond the student's control. These circumstances may include loss of financial aid or on-campus employment without fault on the part of the student, substantial fluctuations in the value of currency or exchange rate, inordinate increases in tuition and/or living costs, unexpected changes in the financial condition of the student's source of support, medical bills, or other substantial and unexpected expenses. (8CFR214.2(f)(9)(ii)(D))

Biographical Data			
Family Name:	First and Middle Name:	UTA Student ID:	
Email:		Birth Date:	
U.S. Street Address:			
City:	State:	Zip:	Phone #:
Country of Citizenship:		Immigration Status:	
Current degree level:	Current Major:	Expected Completion (Semester/Year):	
Date you began studies at UTA:		Date you began F-1 Status:	
Employment Start Date:		Employment End Date: <i>(Maximum one year)</i>	

Requirements and Details:

- Must have been in F-1 status for at least one full academic year at UTA.
- The student in good academic standing and carrying a full course of study.
- Must prove to USCIS that employment is necessary due to severe economic hardship caused by circumstances beyond your control.
- You may work 20 hours/week while enrolled full time during the spring/fall semester and full time during designated school breaks.
- An application does not guarantee approval to work. Once you mail your application, USCIS will decide on whether the employment authorization is warranted.
- Work ends immediately upon program completion, I-20 end date or upon transfer to a new school.

I have fully completed the above information and understand the regulations regarding this process:

If I have any questions, I will consult with an OIE Advisor.

Signature:	Date:
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Notice: You may be entitled to know what information The University of Texas at Arlington (UT Arlington) collects concerning you. You may review and have UT Arlington correct this information according to procedures set forth in UTS 139. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.



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Application for USCIS

Assemble your documents in this order:

- \$410 check or money order payable to *Department of Homeland Security*.
 - Two (2) color passport style photos
 - Guidelines: Color photos with a **white background** taken no earlier than 30 days before submission to the USCIS. They should be unmounted, glossy and unretouched. The photos should be a full frontal pose, such as a passport photo. Your head should be bare unless you are wearing a headdress as required by a religious order to which you belong. A photographer familiar with “passport photos” can help you.
 - Lightly print your name and your I-94 number, if known, on the back of each photo with a pencil. We recommend you place both photos in a small plastic bag or envelope so they don't get separated from the rest of application.
 - Completed Form I-765 form (check www.uscis.gov for most recent version)
 - Respond to Q. #27 by writing (c)(3)(iii) within the parentheses.
 - Letter from student that: 1) Explains circumstances of economic hardship, 2) that on-campus work is unavailable or insufficient and 3) that work will not interfere with studies.
 - Documentation to substantiate unforeseen severe economic hardship and unavailability of on-campus employment to meet the need.
 - Photocopy of pages 1 and 2 of the I-20 showing the Employment Authorization recommendation.
 - Make sure to sign the I-20 (the “STUDENT ATTESTATION”) before you make a copy.
 - I-20 must be issued within the last 30 days.
 - USCIS will not return your I-20, so send **only a copy**.
 - Copy of I-94 print out from www.cbp.gov/I94
 - Photocopy of your passport identity, expiration and visa pages.
 - Official Transcripts.
 - Photocopies of Previous EAD Cards* (If applicable)
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- G-1145 This form will allow the Lockbox facility to send you an email or text message when they receive your application. You do not have to send it. You can download the form at www.uscis.gov.*

Mail your Application to USCIS

- Make a copy of the entire packet for your records
- Mail your complete packet (paperclips only, no staples) to the Dallas Lockbox:

USPS Deliveries (Mail Certified mail, Return receipt requested)	For Express Mail and courier service Deliveries (UPS, FedEx, DHL, etc.)
USCIS PO Box 660867 Dallas, TX 75266	USCIS Attn: AOS 2501 S. State Highway 121, Business Suite 400 Lewisville, TX 75067

USCIS will send a receipt for your application (mailed to OIE) several weeks after they receive it. The estimated time for a decision at USCIS is 90-120 days, although this varies.



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Economic Hardship Statement of Understanding

This form is only for use by those students who have already spoken with an immigration advisor in the Office of International Education about applying for Economic Hardship. Please read the following information and fill out the fields below.

I, (Print Student Name) _____, have consulted with OIE at The University of Texas Arlington in regards to my immigration status.

I understand the following:

1. I understand it is the student's responsibility to make honest statements in the letter and submit genuine documents. If the documents are fraudulent or the student makes false statements to USCIS, he has committed a criminal offense which may lead to severe penalties. Any employment authorization based on a fraudulent application is considered illegal employment.
2. I have been informed of the process to apply for Economic Hardship, the application fee, and that if approved, I am permitted to work 20 hours while classes are in session and more than 20 during designated school breaks.
3. I understand that I must maintain a full course of study and remain in good academic standing.
4. I understand that if approved for Economic Hardship, my work authorization ends upon completion of my program, I-20 end date, transferring out of UTA or expiration of EAD card.
5. I understand that Economic Hardship work authorization is not guaranteed. OIE will help to file my Economic Hardship application but it is ultimately my decision to file for Economic Hardship. I understand that USCIS will decide whether Economic Hardship work authorization status is warranted.
6. I understand that if USCIS requests information on my application, I must provide the requested documentation as quickly as possible (normally within 30 days) to USCIS. If I do not provide this information, then my Economic Hardship application will be denied.
7. I will check my MyMav email for updates from OIE regarding my application and check www.uscis.gov case tracker using my receipt notice for updates regarding my application.
8. I understand that if my Economic Hardship request is denied, that I will not receive the \$410 application fee will not be refunded.
9. I understand that I may not work off campus until the EAD card has been received, and the start has arrived.

Signature:

Date: