

GENERAL INFORMATION

If employment opportunities are not available or are otherwise insufficient (i.e., on campus employment), and a student is experiencing economic hardship due to unforeseen circumstances beyond their control, the student may apply to the United States Citizenship and Immigration Services (USCIS) for an off-campus work permit after having been in lawful F-1 status for at least one academic year. USCIS requires that the student make a "good faith effort" to locate employment on campus before applying for employment based on economic hardship.

APPLICATION PROCEDURE CHECKLIST

PART #1: Make an appointment with an adviser and bring the following to OISS:

- Completed USCIS Form I-765 (<https://www.uscis.gov/i-765>)
- Supporting documentation which verifies the economic hardship (i.e., letter from home, documentation which verifies significant fluctuations in rate of currency exchange, copies of medical bills, etc.)
- All Form I-20(s)
- Passport
- Form I-94
- Two (2) passport photos (see item #9 below)

After reviewing the material listed above, an adviser at OISS will recommend to USCIS that employment authorization be granted.

PART #2: Compile these documents to be mailed:

- Completed USCIS Form I-765
- Supporting documentation (see #3 above)
- Photocopy** of original Form I-20(s)
- Photocopy** of Form I-94 (front and back)
- Check or money order in the amount of \$410 made payable to the U.S. Department of Homeland Security (**MUST** be drawn at a financial institution that is physically located in the U.S.). Write "USCIS I-765" in the memo line.
Notes: Money orders are more difficult to track than checks; Fees are subject to change, please check the USCIS Immigration Forms Fee Schedule, Form [G-1055](#), for the most up to date I-765 filing fee.
- Photocopy** of "data" pages in passport (clear copy of passport and/or visa photo required)
- Two U.S. passport-style photos as follows:
 - a. Photos **MUST** have been taken within **the last 30 days**
 - b. Full face, front view, eyes open
 - c. Make sure photo presents full head from top of hair to bottom of chin
 - d. Height of head should Measure 1 inch to 1-3/8 inches (25 mm to 35 mm)
 - e. Center head within frame
 - f. Make sure eye height is between 1-1/8 inches to 1-3/8 inches (28 mm and 3 mm) from bottom of photo
 - g. Photo should be against a plain white or off-white background and there should be no distracting shadows on the face or background
 - h. Lightly print your name on the back of each photo with a pencil

NOTE: Students who provide suitable identification (i.e., photo and bio page of passport, new visa stamp with photo or previous EAD with photo) will have the EAD returned by mail to the address given on Form I-765. In cases where the CIS is not able to make an accurate identity match, the EAD will be sent to the CIS Port Huron or Detroit office for pick-up. A notice will be sent to the student.

PART #3: The student must then mail the above documents from **PART #2** to one of the addresses listed below by certified mail:

USCIS PHOENIX LOCKBOX	
<p>For U.S. Postal Service (USPS) deliveries:</p> <p>USCIS P.O Box 21281 Phoenix, AZ 85036</p>	<p>For Express mail and courier deliveries:</p> <p>USCIS Attention: AOS 1820 E. Skyharbor Circle S Suite 100 Phoenix, AZ 85034</p>

PART #4: Submit a photocopy of your Employment Authorization Document (EAD) to OISS. USCIS regulations require that a copy of this document be kept in your file. **Please do not forget this step!** You can fax, mail or email a scanned copy