



F-1 Economic Hardship Employment: Recommendation Form

This form will provide the information needed to support the student’s application for Economic Hardship employment, which is intended to address situations when a significant financial need arises beyond their control and other employment opportunities will not meet that need. If approved, permission to work off-campus will be granted.

Student Information:

University ID#: _____

Name: _____

Date of Birth: ____ / ____ / ____

Email: _____

Phone: _____

Statement: I am requesting a recommendation for off-campus work permission (up to 20 hours per week during the academic year and full-time during breaks) due to the following unforeseen and severe circumstances of economic hardship:

Financial Details: Please attach any relevant documentation to demonstrate the change in your financial situation (bank statements, letter from your family member or sponsor, medical/dental bills, currency exchange charts, list of assets, etc.)

Current Expenses:

Tuition/Fees \$ _____
Living Costs \$ _____
Dependents \$ _____
Books \$ _____
Other \$ _____

TOTAL Expenses \$ _____

Modified Support/Income:

UR scholarship, etc. \$ _____
Personal funds \$ _____
Family/Sponsor \$ _____
On-campus work \$ _____
Other \$ _____

TOTAL Support/Income \$ _____

I anticipate a need for additional funds, as shown, and have been unable to earn this amount through campus employment.

Student signature: _____

Date: _____

Recommendation of Academic Advisor:

I understand that Economic Hardship employment authorization will allow this student to pursue additional work off-campus, but do not believe that this will interfere with normal progress in his/her academic program.

Advisor’s Name: _____

Phone: _____

Signature: _____

Date: _____

Certification from Dean’s Office:		
_____	_____	_____
<i>Grad/Undergrad Dean’s Signature</i>	<i>Name (print)</i>	<i>Date</i>

F-1 Economic Hardship Employment: Application Procedures

Before applying for work permission from USCIS, you must meet with an ISO Advisor to discuss your eligibility and prepare the required documents. The ISO must issue a new I-20 and write a letter to support your application. Once a financial need is known, please make an appointment as early as possible. Applications require 2-3 months processing.

Required application materials

- Application fee of \$410.00**, payable to Department of Homeland Security by check or money order (*or I-912 below*)
- Two passport/visa photos**, lightly print your name and I-94 number on the back ([US photograph requirements](#))
- Form I-765 Application for Employment Authorization**, typed & printed (ISO website or www.uscis.gov)
 - Check the box for “Permission to accept employment”.
 - #3: Provide an address where you can receive mail for at least 4 months after applying to USCIS (the U.S. Post Office cannot forward government mail). You may use the ISO as your mailing address, as listed:
**213 Morey Hall, Box 270446
 Rochester, NY 14627**
 - #16: Use the appropriate code based on your Eligibility Category for F-1 Economic Hardship: **(c)(3)(iii)**
 - Be sure to sign and date the application form in *blue ink* to avoid delays.
- Letter of Request**, explaining the circumstances and unforeseen nature of the current economic hardship and the unavailability of on-campus employment
- ISO Advisor’s Letter**, supporting your requested work permission
- Document Photocopies**
 - New I-20, with ISO recommendation and issued no more than 30 days before USCIS will receive the application
 - Previous I-20s (first & last pages) related to current degree program
 - Passport: ID page, proof of validity, F-1 visa stamp (if applicable)
 - I-94 record (print online: <https://i94.cbp.dhs.gov>) or I-797 Approval Notice for Change of Status to F-1
 - Previously issued EAD cards (if applicable, especially if applying for an authorization renewal)
 - Supporting financial documentation that can verify your hardship circumstances
- Optional: Form G-1145 E-Notification of Application/Petition Acceptance**
 - Provide an email and/or cell phone number to receive timely notification that your application was received (available through the ISO website or www.uscis.gov)
- Optional: Form I-912 Request for Fee Waiver**
 - To ask for consideration of financial hardship to grant a waiver of the I-765 fee (ISO website or www.uscis.gov)

Submit your application to USCIS

Most Form I-765 applications must be mailed to a USCIS lockbox location for initial processing. The appropriate mailing address depends on where you will receive your approved authorization and how your application is being mailed. For UR students using a New York mailing address, the **Dallas Lockbox** addresses are listed below. If your mailing address is outside New York, please confirm the appropriate USCIS address through their website (www.uscis.gov).

Delivery by US Postal Service	Delivery by Courier services
USCIS PO Box 660166 Dallas, TX 75266	USCIS Attn: I-539 2501 S. State Highway 121 Business Suite 400 Lewisville, TX 75067

Employment Authorization Document (EAD card)

Once your work permission is granted, you will receive the EAD card, including your photo and authorized employment dates. **Do not begin working until your employment authorization is valid and documented!** Please provide a photocopy to ISO.