



SEVERE ECONOMIC HARDSHIP EMPLOYMENT

Severe economic hardship employment is off-campus employment authorization for F-1 students who are experiencing severe financial difficulties **caused by unforeseen circumstances beyond their control**. If authorized, this type of employment is limited to not more than 20 hours per week while school is in session and full-time during vacation periods.

ELIGIBILITY REQUIREMENTS

You may be eligible for Severe Economic Hardship Employment Authorization if you:

1. Have been in F-1 status for at least one academic year,
2. Are in good academic standing,
3. Can show that you are experiencing severe financial problems caused by unexpected circumstances beyond your control. These circumstances may include substantial fluctuations in currency or exchange rates, large increases in tuition and/or living expenses, unexpected changes in the financial ability of your sponsor, medical bills, or other substantial or unexpected expenses,
4. Have tried to get employment on-campus.

APPLICATION PROCESSING

Application processing can take as much as 80 days! It is important you consider processing time when looking for a job.

STEP 1: Obtain a Recommendation for Hardship Employment from the I.S.S.O

- 1) File your complete application with the International Student Services Office.
- 2) Your recommendation should be ready for you to pickup within one week.

STEP 2: Apply for your Employment Authorization Document (EAD) from the Immigration Naturalization Service.

- 1) Mail your Hardship Recommendation to the INS by **certified mail, return receipt requested**, following the instructions you have received from the International Student Services Office.
- 2) Once you have received your EAD card, ISSO will give you instructions on how to apply for a social security card if you do not have one.

WE RECOMMEND THAT YOU OBTAIN HARDSHIP EMPLOYMENT AUTHORIZATION BEFORE LOOKING FOR A JOB!

IN THE EVENT OF AN EMERGENCY: Should you suddenly get a job offer, you may request "Expeditious" or Emergency processing of your application by submitting a letter from the employer with your application. Unfortunately, we cannot guarantee that USCIS will respond to your request.

HOW TO COMPLETE YOU HARDSHIP APPLICATION

Complete and submit all of the documents attached to these instructions to the International Student Services Office.

1. **Severe Economic Hardship Request Form**: Fully explain the unforeseen circumstances that are causing you financial difficulties.
2. **Sponsor's Affidavit of Severe Economic Hardship**: If your request is based on an unexpected change in the financial ability of your sponsor to continue to provide you with the same level of funding as previously, have your sponsor complete this affidavit.
3. **Form I-765**: Complete items 1-15.
 - Item #3*** - Your current mailing address in the U.S.
 - Item # 9*** - If you do not have a social security number, leave this blank. ISSO will give you instructions for obtaining a social security number after you have received an EAD card.
 - Item # 10*** - "A-number" or "I-94 Number". Enter the same admission number from your I-94 card unless INS previously assigned you an "A-number".
 - Item # 11*** - Indicate if you ever applied for Hardship employment or Practical training before (excluding Curricular). If "yes", enter where and when you applied, and whether it was granted or denied. You will need to attach a photocopy of the Form I-20 or EAD card that contains that employment authorization to the application.
 - Your certification*** - Sign, indicate your telephone number and date.
4. **Two photographs**: Ask for "green card type" photo where passport photos are available. Lightly print your name and I-94 # or A # on the back of each photo in pencil.
5. **\$380.00 Fee**: In the form of a check or money order payable to the "USCIS or United States Citizenship and Naturalization Service".
6. **I-20 ID** from the Borough of Manhattan Community College (the original document).
7. **Photocopies** of your current I-94 card (both sides) passport and visa.
8. **Letter of employment**: Only required if you are requesting "expeditious" handling due to an offer of employment.



SEVERE ECONOMIC HARDSHIP REQUEST FORM

Name: _____ Today's Date: _____
(Print) Last First

Local Address _____

Phone _____ BMCC ID # _____

Major _____ Passport Expires: _____

I have been in F- status and have attended school full-time for at least one academic year and I am requesting off-campus employment authorization due to severe financial difficulties caused by the unforeseen circumstances beyond my control which I have explained below and on the reverse side:

EXPLANATION OF FINANCIAL CIRCUMSTANCES BEYOND MY CONTROL:

My financial severe economic difficulties are caused by the circumstances checked off and explained below and on the other side of this sheet:

Substantial fluctuations in currency or exchange rates

- A _____ % increase in tuition since I arrived in the U.S. on _____ (date)
- A _____ % increase in living costs since I arrived in the U.S. on _____ date)
- An unexpected change in the financial ability of my sponsor. A sworn affidavit from my sponsor is attached.
- Loss of on-campus employment.
- Other:

WRITE A BUSINESS LETTER

On a separate sheet; please explain your Severe Economic Hardship circumstances in the form of a business letter. You need to include your F-1 immigration history and who were your original financial sponsors. Then, you need to describe how your financial support changed and how you are faced with severe unforeseen financial problems.

Also, please include an itemized chart of all your personal expenses with current available financial sponsorship, if any.

Use this as an **EXAMPLE**: Itemized chart for my annual expenses at BMCC

TUITION AND FEES	\$3,165.70
BOOKS AND SUPPLIES	900.00
TRAVEL TO & FROM SCHOOL	480.00
HOUSING AND UTILITIES	9,000.00
FOOD	700.00
CLOTHING & PERSONAL NECESITIES	<u>754.30</u>
TOTAL	15,000.00

Current Financial Sponsorship

(Subtract from **TOTAL**) (----) _____

Difference is what I am trying to obtain off campus work permission (=) _____

*****PROOF OF ATTEMPT TO FIND EMPLOYMENT ON-CAMPUS*****

I CERTIFIED THAT I HAVE SOUGHT EMPLOYMENT AT THE BOROUGH OF MANHATTAN COMMUNITY COLLEGE CAMPUS. THIS OPPORTUNITY IS EITHER NOT AVAILABLE OR INSUFFICIENT AS **MY DESIGNATED SCHOOL OFFICIAL HAS CERTIFIED IN MAKING THE RECOMMENDATION FOR HARDSHIP EMPLOYMENT ON MY FORM I-20ID.**

*****STATEMENT REGARDING MY GOOD ACADEMIC STANDING*****

I AM IN GOOD ACADEMIC STANDING AND MY PERFORMANCE DEMONSTRATES THAT PART-TIME EMPLOYMENT LESS THAN 20 HOURS PER WEEK WILL NOT INTERFERE WITH MY CONTINUING TO CARRY A FULL COURSE OF STUDY AND GETTING GOOD GRADES.

I swear that all of the information I have provided is true and correct.

Signature: _____

Date: _____

