



F-1 Off-Campus Work Authorization Based Upon Severe Economic Hardship

In General

If employment opportunities are not available or are otherwise insufficient on campus, 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.

Eligibility

In order to qualify for this type of employment, the student must:

- have been in F-1 status for one full academic year (9 months);
- be in good academic standing;
- be carrying a full course of study; and
- demonstrate that the employment will not interfere with the student carrying a full course of study. Undergraduate students must have 2.0 GPA and graduate students must have 3.0 GPA.

If employment is authorized, the US Citizenship and Immigration Services (USCIS) will issue an Employment Authorization Document (EAD). The employment authorization will be for **part-time employment** when school is in session and **full time employment** when school is out of session; and may be granted in one year intervals up to the expected date of completion of the student's current course of study. A student has permission to engage in off-campus employment only if the student receives the EAD endorsed to that effect. ***Student cannot begin employment until upon receipt of the EAD. Student must terminate employment when the EAD expires and may not resume employment until the new EAD is received from USCIS.*** Off-campus employment authorization may be renewed by the USCIS only if the student is maintaining status and good academic standing. The employment authorization is automatically terminated whenever the student fails to maintain status.

Application Procedure

International Office must review and certify all requests for off-campus work authorization based upon severe economic hardship that are submitted to USCIS. If you are an F-1 student and are eligible to request off-campus work authorization based upon severe economic hardship, you must make an appointment with the Immigration Counselor.

Please bring the following documents to the appointment:

1. I-765, Application for Employment Authorization (<http://www.uscis.gov/i-765>)
2. Planned Graduation Form (<http://www.calstatela.edu/international/forms-and-handouts>)
3. \$380 check/money order to “U.S. Department of Homeland Security”
4. A letter signed by student in which you:
 - a. Request employment authorization;
 - b. Describe the specific unforeseen circumstances which have arisen subsequent to your admission to Cal State L.A. that requires you to seek employment authorization; and
 - c. Describe your efforts at seeking on-campus employment and the unavailability or insufficiency of on-campus employment.
5. Any other supporting materials such as affidavits from your sponsor who is no longer able to support you financially, copies of the exchange rates, copies of medical bills, etc.
6. 2 passport style photos
7. 2 copies of all I-20s issued by Cal State L.A.
8. 2 copies of Form I-94 Departure Record
9. 2 copies of passport (biographical page)
10. 2 copies of F-1 visa stamp
11. 2 copies of previous Employment Authorization Document (if any)
12. Official Transcripts

The International Office will recommend the off-campus work authorization based upon severe economic hardship on page 3 of your I-20. You must return to the International Office to sign the new I-20. It usually takes 2 to 4 months to obtain approval from USCIS.

Remember that you cannot start working until you receive the work permit from USCIS.



CALIFORNIA STATE UNIVERSITY, LOS ANGELES
INTERNATIONAL OFFICE

Planned Graduation Form

Name: _____ CIN: _____
Last First

Major: _____ Graduate Undergraduate

In order to graduate, I have _____ units in my major and _____ units in general education left to be completed after the current term.

I plan to complete my studies by _____ of _____.
Quarter/Month Year

Student's Signature

Date

Major Department Use:

I have reviewed the student's plan and verify that the student should complete his/her degree at the time he/she indicated.

Department: _____

Academic Advisor: _____
(Print)

Phone Ext.: _____

Signature: _____

Date: _____