Documentation Needed to Apply for Severe Economic Hardship Employment

- A personal statement describing the unforeseen hardship situation and, if possible, attach backup documentation; for example, news articles, a letter from home telling of a change in family circumstances or proof of a currency devaluation in your country, etc.
- Completed Form I-765, using the code (C)(3)(iii) at item 16. Do not date the form until you are ready to send the application to the U.S. Citizenship and Immigration Services (USCIS).
- Copies of your current and all previous I-20s
- Copy of Form I-94. Go to this website https://i94.cbp.dhs.gov/I94/ and select “Get Most Recent I-94”. Input your information and print a copy of the Form I-94
- Copy of your passport page showing your biographical information and the expiration date
- Copy of your F-1 visa page or I-797 (approval of change of status to F-1), if applicable
- Two full-face passport style photos. The photos must be identical and in color with a plain background. They must be no more than 30 days old when the I-765 is filed to USCIS
- Copy of your unofficial NPU transcript
- Check or money order made out to “U.S. Department of Homeland Security” in the amount of $410.00. Note: Here are instructions on how to apply for a fee waiver: https://www.uscis.gov/i-912. There is a link to the Form I-912 as well as instructions on how to fill it out.
- New I-20 (see below)

Application Process

1. You must set up a meeting with the Office of International Affairs to review your application materials and generate a new I-20. The recommendation will be written on page 2 of the new I-20.
2. We will send you a scanned copy of the I-20.
3. You must print, sign, and date your name on the I-20
4. Mail all the above documentation, including photos, fee, and I-20 to the following address. Note that the address is different, depending on whether you send your application using the postal service or a private carrier (UPS or FedEx)

For U.S. Postal Service (USPS):

USCIS
P.O. Box 21281
Phoenix, AZ 85036

For FedEx, UPS, and DHL deliveries:

USCIS
Attn: NFB AOS
1820 E. Skyharbor Circle S
Suite 100
Phoenix, AZ 85034