



# NORTH PARK UNIVERSITY

The Office of  
International Affairs

## 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. (*see sample letter on the next page*)
- 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  
PO Box 805373  
Chicago, IL 60680

### For FedEx, UPS, and DHL deliveries:

USCIS  
Attn: I-765 C03  
131 South Dearborn - 3rd Floor  
Chicago, IL 60603-5517



**NORTH PARK  
UNIVERSITY**

The Office of  
International Affairs

USCIS  
131 South Dearborn - 3rd Floor  
Chicago, IL 60603-5517

Date

To whom it may concern:

My name is \_\_\_\_\_ (SEVIS ID N \_\_\_\_\_) and I would like to apply for permission to work off campus on the basis of severe financial needs. Please review the circumstances surrounding my request for employment based upon economic hardship.

[Explain what has changed that has caused your hardship, like the change in family/sponsor financial circumstances, devaluation of currency, unforeseen medical bills, etc. Be sure to include specific financial information/budget information in this paragraph, as well as attached documentation such as bank statements, medical bills, etc.]

[Explain how you have continued to maintain your good F-1 status, enroll full time and how this is the first time you have applied for employment authorization (only if this is the case, of course.)]

[Explain that the additional employment will assist you in supplementing your income source and identify that other source. Remember that if you have NO other resources, USCIS will deny your employment authorization based on the fact that no one is able to finance full-time coursework and pay for living expenses on income generated from a part-time job.]

[Explain how a denial will cause you great hardship, and the importance of obtaining the degree you are seeking/ how your course of study will help you academically or professionally after you leave the United States.]

Thank you for your kind consideration of my application.

Sincerely,