INTERNATIONAL STUDENTS OFFICE’S ECONOMIC HARDSHIP EMPLOYMENT APPLICATION FOR INTERNATIONAL STUDENTS ON F-1 STATUS

Web site: http://www.hunter.cuny.edu/studentservices/is

E-mails:
International Student Office: intlss@hunter.cuny.edu

695 Park Avenue, Room 1109 Hunter East
Telephone: (212) 772-4864
Fax: (212) 650-3147
Economic Hardship Employment Application
Instructions for International Students (F-1 visa status)

Note to Student: When you initially applied for an F-1 Student status or J-1 Exchange Visitor visa, you were required to provide proof of your ability to finance your studies. Therefore, under no circumstances may undergraduate level students work during your first academic year in legal status, unless you work on-campus at Hunter College or any other CUNY school. Graduate level students may work off campus under another set of immigration guidelines. Undergraduate level students, facing unforeseen circumstances that adversely affect their financial resources after being in status for one academic year; you are eligible to apply for permission to seek off-campus employment. You must be able to document the nature of the unforeseen circumstances (The inordinate increase in tuition is an unforeseen circumstance). Also, you are required to maintain full-time status as a student while working.

HOW CAN I APPLY FOR ECONOMIC HARDSHIP EMPLOYMENT?
Make an appointment with the International Students Office (ISO) via e-mail: intlss@hunter.cuny.edu
International Students Office walk-in hours
http://www.hunter.cuny.edu/studentservices/is/officecalendar

APPLICATION PROCEDURE
Complete the following forms and submit them to the International Student Advisor:

   <See the attached pg. 8>.

2. Complete Form I-765 (http://www.uscis.gov/files/form/i-765.pdf) fill out the form online and print it. Must be sign with a BLUE INK PEN. <See the attached pg .9>.

3. Copy your valid Passport with the biographical information, passport expiration date and the attached Form I-94 (photocopy the front and back of this card)

4. ALL previous I-20s (from other colleges, if any), NOT just Hunter College I-20s.

5. **2 photos (2X2 Passport style)** see Photo Composition Checklist page for proper photo dimensions. <see the attached pgs .10-11>
   o Write your Name, Date of Birth (month/day/year) and I-20 SEVIS number on the back.

6. There are **two** types for payment
   o Money order and personal check
     ▪ If paying by Money Order or Check make it payable to "U.S. Department of Homeland Security" in the amount of **$410.00**.
   o Electronically
     ▪ If paying **electronically** follow the following link http://uscis.gov/ create a E-File login ID and follow the instructions https://efiling.uscis.dhs.gov/efile/
   **NOTE:** Fees for U.S.C.I.S. forms are subject to change at any time. Therefore, before you mail any documents to U.S.C.I.S. Please visit their website to obtain the fee for the respective form.

7. A typed letter explaining the needs for off-campus employment and other document(s), such as <see attach pg. 3>
   o Medical letter from sponsor or yourself
   o Sponsor explaining hardship (loss of employment or decrease of funds)

8. Budget Sheet <see the attached pg. 4>
Suggestion on how to write the letter:

**Paragraph 1:** State your purpose for coming to the United States, when you arrived, who was financially supporting you at that time, what is your major and degree, and when you plan to complete your studies.

**Paragraph 2:** State how the unforeseen financial circumstances have created a severe economic hardship for you. You must have independent documentation (not merely online reports or news articles) to support your statements; for example: tax statements from your sponsor, monthly expenditures compared to monthly income of your sponsor, bank statements, and notarized letter from sponsor. Also, state how you have already attempted to resolve this financial deficit through employment opportunities on campus and why this has not been sufficient.

**Paragraph 3:** Express that you will continue to carry a full course of study even after acceptance of employment. Also, state what you plan to do with your degree in your country of residence if you are permitted to complete your course of study.

**Paragraph 4:** Close the letter by thanking the officer for considering your application, and SIGN the letter.

If everything is in order, the International Student Advisor will make a recommendation on the SEVIS I-20 for economic hardship for you to mail to the U.S. Department of Homeland Security service center. Please allow the office staff at least 7 business days to process your application.
### Budget Sheet:

<table>
<thead>
<tr>
<th>Current Expenses (12 months)</th>
<th>Current Income (12 months)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees: $</td>
<td>Financial Sponsor: $</td>
</tr>
<tr>
<td>Room and Board (itemize): $</td>
<td>Personal Savings: $</td>
</tr>
<tr>
<td>Books and Equipment: $</td>
<td>Other Income: $</td>
</tr>
<tr>
<td>Other expenses (itemize): $</td>
<td></td>
</tr>
<tr>
<td>TOTAL: $</td>
<td></td>
</tr>
</tbody>
</table>

Please remember: You may not work until you receive USCIS authorization. You must be a full-time student each spring and fall semester even though you have been authorized to work. If approved, you will be granted employment authorization on a part-time basis for a maximum of 20 hours per week when school is in session and full time during vacation times.
This page should not be mailed out to the U.S. Department Homeland Security. Please submit this page to the International Student Advisor.

Have you already declared a major at Hunter College?  Yes ☐  No ☐
If yes, have you search for employment related to your declared major?  Yes ☐  No ☐

If you are able to find employment off-campus related to your major, you can apply for Curricular Practical Training, which may be given with no cost to you unlike economic hardship.

Go to the following website to obtain information on how to apply for Curricular Practical Training:

http://www.hunter.cuny.edu/studentservices/is/repository/files/CurricularPracticalTraining.pdf
# Request for Economic Hardship

**Employment Application Recommendation Letter**

<table>
<thead>
<tr>
<th>Last Name, First Name:</th>
<th>ID or Social Security #: - -</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: - 20__</td>
<td>SEVIS #: N000</td>
</tr>
</tbody>
</table>

I-94/Admission number: (white card stapled inside your passport)

<table>
<thead>
<tr>
<th>Expected date of Completion of your studies: - 20__</th>
</tr>
</thead>
</table>

Are you able to find lawful work under any program, such as: On-campus employment or other program?

- Yes ☐
- No ☐

Are you currently receiving any type of financial support?

- Yes ☐
- No ☐

If yes, list the name of the sponsor and amount:

Will you get any financial support from your sponsor in the future?

- Yes ☐
- No ☐

If yes, when ______________ and the amount: $ ________________ (please attach original documents, if available)

Will you be able to study full-time and get good grades, if you work 20 hours a week while school is in session?

- Yes ☐
- No ☐

Signature: ___________________________________________ Date: ________________

Your application will not be considered if it is not completed accurately.
Dear applicant:

You **MUST** fill out the I-765 form online. Following is the link for the instructions for the I-765 form:


All you need is access to a computer and a printer to immediately print out a hard copy of the form. Please visit the website below and type in your information and once you are done, print the I-765 form then sign it with a **BLUE INK PEN**.

**Please pay attention to the *circled areas* in the sample attached**


**Tips for filling out the I-765 form**

- **I am applying for**
  - [ ] Permission to accept employment should be checked.

- **Items 10 - 11:**
  - Check "Yes" for both 10 and 11 if you do not have a Social Security Number or if you need a replacement card. Check "No" for both 10 and 11 if you have a Social Security card already.

- By answering these questions you will also be applying for a Social Security Number (SSN) with the Social Security Administration (SSA). Your SSN will be issued, and you will receive an SSN card within 2-4 weeks of your OPT application approval. You will not need to submit a separate application for an SSN to the SSA.

- **Item #14**
  - The answer can be found on your I-94 card (the white card stapled inside your passport) or retrieved from www.cbp.gov/i94 if you entered the U.S. after April 2013.

- **Item # 18**
  - The answer for it should be student, if your last entry into the U.S. was with an F-1 visa.

- **Item # 20**
  - (c) (3) (B) Post-completion Optional Practical Training
  - (c) (3) (A) Pre-Completion Optional Practical Training
  - (c) (3) (C) STEM-Science Technology Engineering Mathematics
  - (c) (3) (ii) International Organization
  - (c) (3) (iii) Economic Hardship

- You must sign, enter your telephone number and date on the I-765. Failure to do so will cause a delay in receiving your employment card.

- Any USCIS (United States Citizenship and Immigration Services) form fees are subject to change at any time. So, for updated fees of a particular USCIS form or to download a form, please visit http://uscis.gov

**Photo standards:** 2x2 ONLY

- **I-94 replacement**
  - If you have lost your I-94 and you last entry to the U.S. was prior to April 30, 2013, you can apply for another by filing out the I-102 form https://www.uscis.gov/i-102 after April 30, 2013 get another one online www.cbp.gov/i94

- **EAD (Employment Authorization Documentation) Card**
  - Once you receive the EAD card from USCIS, please provide a copy to the ISO staff.
To access the most updated Form G-1145 search: USCIS G-1145.pdf and click on the first result or you can go to www.uscis.gov click on the “Forms” tab and scroll down to Form G-1145. Complete the form and print it out.
To access Form I-765 search: USCIS I-765.pdf and click on the first result or you can go to www.uscis.gov click on the “Forms” tab and scroll down to Form I-765. Complete the form and print it out then sign it using a blue ink pen.

Sample Form I-765: Optional Practical Training

START HERE - Type or print in black ink.

I am applying for:

☐ Permission to accept employment.

☐ Replacement (of lost employment authorization document).

☐ Renewal of my permission to accept employment (attach a copy of your previous employment authorization document).

1. Full Name
   Family Name
   Given Name
   Middle Name
   DOB

2. Other Names Used (include Maiden Name)
   Family Name
   Given Name
   Middle Name

3. U.S. Mailing Address
   Street Number and Name
   Apt. Number
   Town or City
   State
   ZIP Code

4. Country of Citizenship or Nationality

5. Place of Birth
   Town or City
   State/Province
   Country

6. Date of Birth (mm/dd/yyyy)

7. Gender ☑ Male ☐ Female

8. Marital Status
   ☑ Single ❌ Married ☐ Divorced ☐ Widowed

9a. Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?
   ☐ Yes ☑ No

NOTE: If you answered “Yes” to Item Number 9a, provide the information requested in Item Number 9b.

9b. Provide your Social Security number (SSN) (if known)

Do you want the SSA to issue you a Social Security card?
   ☑ Yes ☐ No

NOTE: If you answered “No” to Item Number 10, skip to Item Number 14. If you answered “Yes” to Item Number 10, you must also answer “Yes” to Item Number 11.

11. Consent for Disclosure: I authorize disclosure of information from this application to the SSA as required for the purpose of assigning me an SSN and issuing me a Social Security card.
   ☑ Yes ☐ No

NOTE: If you answered “Yes” to Item Numbers 10 - 11, provide the information requested in Item Numbers 12a - 13b.

To be sure that you are using the most current form I-765, download it from USCIS website www.uscis.gov
22. (c)(26) Eligibility Category. If you entered the eligibility category (c)(26) in Item Number 20, above, please provide the receipt number of your H-1B principal spouse's most recent Form I-797 Notice of Approval for Form I-129.

25. (c)(35) and (c)(36) Eligibility Category

   a. If you entered the eligibility category (c)(35) or (c)(36) in Item Number 20, above, please provide the receipt number of the Form I-140 beneficiary's Form I-797 Notice of Approval for Form I-140.

   b. Have you EVER been arrested for and/or convicted of any crime?  
      [ ] Yes  [X] No

   [ ] No (Proceed to Item Number 16.)

16. Date of Your Last Arrival or Entry into the U.S., On or About (mm/dd/yyyy)  
   [ ] 08/20/2017

17. Place of Your Last Arrival or Entry into the U.S.  
   [ ] JFK New York

18. Status at Last Entry (B-2 Visitor, F-1 Student, Nc Lawful Status, etc.)  
   [ ] F1 Student

19. Current Immigration Status (Visitor, Student, etc.)  
   [ ] Student

20. Eligibility Category. Go to the Who May File Form I-765 section of the Instructions. In the space below, place the letter and number of the eligibility category you selected from the instructions. For example, (a)(8), (a)(17)(ii), etc.

   [ ] (c) ( ) ( ) ( iii )

21. (c)(5)(C) Eligibility Category. If you entered the eligibility category (c)(5)(C) in Item Number 20, above, list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number in the space below.

   Degree:  
   Employer's Name as listed in E-Verify:  
   Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number:

22. Certification

   I certify under penalty of perjury, that the foregoing is true and correct. Furthermore, I authorize the release of any information that is required by Citizenship and Immigration Services in order to determine eligibility for the benefits I am seeking. I have read the Who May File Form I-765 section of the Instructions and have identified the appropriate eligibility category in Item Number 20.

   Applicant's Signature:  
   Date of Signature (mm/dd/yyyy): 03/29/2018

23. Telephone Number: 2127724864

24. Signature of Person Preparing Form, If Other Than Applicant

   I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.

   Preparer's Signature:  
   Date of Signature (mm/dd/yyyy):  
   Printed Name:  

Address:  

Sign here using blue ink pen after printing.
Sample passport

Sample I-94
Photo Composition Checklist

7 Steps to a Successful Photo 2x2

- Frame subject with full face, front view, eyes open
- Make sure photo presents full head from top of hair to bottom of chin; height of head should measure 1 inch to 1-3/8 inches (25 mm to 35 mm)
- Center head within frame (see below)
- Make sure eye height is between 1-1/8 inches to 1-3/8 inches (28 mm and 35 mm) from bottom of photo
- Photograph subject against a plain white or off-white background
- Position subject and lighting so that there are no distracting shadows on the face or background
- Encourage subject to have a natural expression

Well-Composed Photos (frontal position photo)
Head Size

The head height or facial region size (measured from the top of the head, including the hair, to the bottom of the chin) must be between 50% and 69% of the image's total height. The eye height (measured from the bottom of the image to the level of the eyes) should be between 56% and 69% of the image's height.

Image pixel dimensions must be in a square aspect ratio (meaning the height must be equal to the width). Minimum acceptable dimensions are 600 pixels (width) x 600 pixels (height). Maximum acceptable dimensions are 1200 pixels (width) x 1200 pixels (height).
ECONOMIC HARDSHIP APPLICATION MAILING CHECKLIST:

☐ G-1145 form  Fill out a form online and print it.
Complete this form and clip it on top of the first page of your form(s)

☐ I-765 form  Fill out the form online and print it.
Sign form with a BLUE INK PEN.

☐ I-20 form  Photocopy of I-20 form endorsed for Economic Hardship (will be given on the day that you apply for Economic Hardship in our office)

☐ Previous I-20s  Photocopies of ALL previous I-20s, not only Hunter College.
Please make sure you copy all of the pages of your I-20s except for the instruction sheet page.
* If any I-20s are MISSING a letter must be written explaining the reason.

☐ I-94 form  Photocopy of your most recent I-94 (front and back)
I-94 is the white card stapled inside your passport. I-94 is also known as the Admission Number.

☐ Photocopy of your VALID passport (picture & biographical information only).
☐ Check or Money Order $410.00 payable to the U.S. Department of Homeland Security.
☐ Photocopies of previous EAD (Employment Authorization Documentation) card(s), if applicable.
☐ 2 Passport photos (2X2 style), on the back write your Name, Date of Birth (month, day, year) and I-20 SEVIS number, lightly using a pen.

*You MUST keep photocopies of ALL documents for your own records BEFORE mailing to USCIS*

Mail the documents to ONE of the following addresses:

<table>
<thead>
<tr>
<th>POSTAL SERVICE CERTIFIED MAIL ONLY</th>
<th><em>FED EX PREFERRED</em></th>
<th>IF STUDENTS PAY ELECTRONICALLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S.C.I.S. Dallas Lockbox (EAD)</td>
<td>U.S.C.I.S.</td>
<td>If your petition receipt number begins with “EAC”, mail supporting documentation to the address listed on your confirmation receipt.</td>
</tr>
<tr>
<td>P. O. Box 660867</td>
<td>Attn: AOS</td>
<td>U.S.C.I.S Vermont Service Center Attn: E-Filed I-765</td>
</tr>
<tr>
<td>Dallas, TX 75266</td>
<td>2501 S. Hwy. 121 Business, Suite 400</td>
<td>75 Lower Welden Street St. Albans, VT 05479-0001</td>
</tr>
</tbody>
</table>

**We strongly recommended using express service via Fed Ex for easier tracking**

Note: Fees for U.S.C.I.S. forms are subject to change at any time. Therefore, before you mail any documents to U.S.C.I.S. Please visit their website to obtain the fee for the respective form.
http://www.uscis.gov/portal/site/uscis

POST OFFICE
If you would like to mail your documents immediately, there is a post office near Hunter College located on: East 70th Street between 2nd and 3rd Avenue (CERTIFIED MAIL ONLY)

Nearest FedEx Office Print & Ship Center – Open Monday-Friday: 7:30 AM-9:00 PM, Saturday: 10:00AM-6:00 PM; Sunday:12:00 PM-6:00 PM
1200 Third Ave., located between East 70th and East 71st Streets and Third Avenue
New York, NY 10021
Phone: (212) 452-0142
Fax: (212) 327-1751
E-mail: usa1716@fedex.com
To submit an order on line visit the following web site:
www.Fedex.com/printonline