



The City University of New York  
International Students Office (ISO)  
Division of Student Affairs  
Phone: (212) 772-4864

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

Web site: <http://www.hunter.cuny.edu/student-services/is>

E-mails:

International Student Office: [intlss@hunter.cuny.edu](mailto:intlss@hunter.cuny.edu)

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## 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](mailto:intlss@hunter.cuny.edu)  
Director, Iris Aroyewun-Birchwood: [iris.aroyewun@hunter.cuny.edu](mailto:iris.aroyewun@hunter.cuny.edu)  
Assistant Director, Xavier Remigio: [xremigio@hunter.cuny.edu](mailto:xremigio@hunter.cuny.edu)  
International Students Office walk-in hours <http://www.hunter.cuny.edu/student-services/is/officecalendar>

### APPLICATION PROCEDURE

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

1. Complete Form G-1145. Fill out the form online, and print it. <http://www.uscis.gov/files/form/g-1145.pdf>  
< 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 \$380.00.
  - o Electronically
    - If paying electronically follow the following link [http://uscis.gov/](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:

Current Expenses (12 months)	Current Income (12 months)
Tuition and Fees: \$	Financial Sponsor: \$
Room and Board (itemize): \$	Personal Savings: \$
Books and Equipment: \$	Other Income: \$
Other expenses (itemize): \$	
TOTAL: \$	

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/student-services/is/repository/files/CurricularPracticalTraining.pdf>



Students must fill out this (I-765) form online. 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](#).

<http://www.uscis.gov/files/form/I-765.pdf>

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

##### I am applying for

Permission to accept employment should be checked, if you are applying for Severe Economic hardship for the first time.

##### Items #12 and 13

The answer can be found on your I-94 card (the white card stapled inside your passport).

##### Item # 15

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

##### Item # 16

(c) (3) (iii)

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

##### Form I-765

If you made a mistake on the I-765 form that is enclosed in the economic hardship package, please go to the website to download the form <http://www.uscis.gov/files/form/i-765.pdf>

Any USCIS (United States Citizenship and Immigration Services) form fees are subjected 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 sizes only)

For photo standards, please visit [http://travel.state.gov/passport/guide/quality/quality\\_876.html](http://travel.state.gov/passport/guide/quality/quality_876.html)

##### I-94 replacement

If you have lost your I-94, you can apply for another one by filling form I-102.

<http://www.uscis.gov/files/form/i-102.pdf>

You must return to pick up the application in Room 1109 Hunter East. Follow mailing instructions very carefully, since an incomplete application will be returned to you resulting in additional delays. After mailing your application, you will wait approximately 4-6 weeks before receiving the result of your application for economic hardship from the United States Citizenship and Immigration Services.

# Form G-1145, E-Notification of Application/Petition Acceptance

## Who Can Receive E-Mails and/or Text Messages?

When you file an immigration form at one of the three U.S. Citizenship and Immigration Services (USCIS) Lockbox facilities, you will have the option to receive an e-mail and/or text message informing you that USCIS has accepted your application or petition. If you provide an e-mail address and a mobile phone number, you will receive both types of electronic notification (e-Notification) messages.

The three USCIS Lockbox facilities are located in Chicago, IL, Phoenix, AZ, and Lewisville, TX.

You should verify where to file by reviewing the filing instructions related to your immigration form(s). Please note that some immigration forms will continue to be filed with USCIS Service Centers or Field Offices. USCIS Service Centers or Field Offices will not provide e-mail and text message notifications at this time. USCIS will continue to expand its e-Notification messaging capabilities to include these filings.

## When Will I Be Notified?

USCIS will notify you within 24 hours of accepting your immigration form(s).

## What Will the E-Mail or Text Message Include?

The message will provide a receipt number as information but will not constitute official notice of acceptance. The e-mail notice will also provide a brief statement on how to get additional information about the status of your case.

USCIS will then send the official receipt notice, Form I-797C, Notice of Action, to the person seeking the benefit or the person's representative, as appropriate, via the U.S. Postal Service. There will be no e-Notification for acceptance of Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative. E-mail or text messages that cannot be delivered will not be retransmitted.

## What If I Want to Submit Multiple Applications?

If you are submitting multiple immigration forms for one applicant, please clip this entire form with the e-mail address and/or mobile phone number (see below) to the front of the first immigration form of the package. You will receive a separate e-mail and/or text message for each accepted immigration form.

**S**

representatives who file multiple unrelated immigration forms in one envelope, and who want their clients to receive e-Notification(s), this form, with the notification information provided below, must be clipped to the front of each related package of immigration forms. The e-Notification message will provide a receipt number for each immigration form but will not include the applicant's name because the message cannot be sent over a secure network. One e-mail and/or text message will be sent per accepted immigration form; e-Notification will only be sent to the person requesting the benefit(s).

**A**

## Does the E-Notification Grant Any Type of Status or Benefit?

No. The e-mail or text message does not grant any immigration status or benefit. You may not present a copy of the e-mail or text message as evidence that USCIS has granted you any immigration status or benefit. Receipt of the e-mail or text message cannot be used as supporting evidence for other benefits.

## Will USCIS Cover My Costs to Receive E-Mails and Text Messages?

No. USCIS assumes no legal responsibility for your costs to receive e-mail and/or text messages. USCIS will not reimburse you for any costs related to e-Notification.

## How Can I Request E-Mails or Text Messages?

When you submit your immigration form(s) to a USCIS lockbox facility and include your e-mail and/or mobile phone number in the appropriate box below, USCIS will use this information as permission to send an e-Notification to you.

**M**

**P**

**L**

**E**



An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at three minutes per response, including the time for reviewing instructions and completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Products Division, 111 Massachusetts Avenue, N.W., 3rd Floor, Suite 3008, Washington, DC 20529-2210. OMB No. 1615-0109. Do not mail your application to this address.

Complete this form and clip it on top of the first page of your immigration form(s).

Applicant/Petitioner Full Last Name	Applicant/Petitioner Full First Name	Applicant/Petitioner Full Middle Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
E-Mail Address	Mobile Phone Number (Text Message)	
<input type="text"/>	<input type="text"/>	



# I-765, Application For Employment Authorization

Department of Homeland Security  
U.S. Citizenship and Immigration Services

**Do not write in this block.**

Remarks	Action Block	Fee Stamp
A#		
Applicant is filing under §274a.12 _____		
<input type="checkbox"/> Application Approved. Employment Authorized / Extended (Circle One) until _____ (Date). Subject to the following conditions: _____ (Date). Application Denied. <input type="checkbox"/> Failed to establish eligibility under 8 CFR 274a.12 (a) or (c). <input type="checkbox"/> Failed to establish economic necessity as required in 8 CFR 274a.12(b)(14), (18) and 8 CFR 214.2(f)		

I am applying for:  Permission to accept employment  
 Replacement (of lost employment authorization document)  
 Renewal of my permission to accept employment (attach previous employment authorization document).

1. Name (Family Name in CAPS) (First) (Middle) Which USCIS Office? Date(s)

2. Other Names Used (include Maiden Name) Results (Granted or Denied - attach all documentation)

3. Address in the United States (Number and Street) (Apt. Number) 12. Date of Last Entry into the U.S. (mm/dd/yyyy)  
 (Town or City) (State/Country) (ZIP Code) Place of Last Entry into the U.S.

4. Country of Citizenship/Nationality 14. Manner of Last Entry (Visitor, Student, etc.)

5. Place of Birth (Town or City) (State/Province) (Country) 15. Current Immigration Status (Visitor, Student, etc.)

**STUDENT**

6. Date of Birth (mm/dd/yyyy) 7. Gender  Male  Female  
 8. Marital Status  Married  Single  
 Widowed  Divorced

Go to Part 2 of the Instructions, Eligibility Categories. In the space below, enter the letter and number of the category you selected from the instructions (for example, (a)(8), (c)(17)(iii), etc.)

Eligibility under 8 CFR 274a.12 ( c ) ( 3 ) ( iii )

9. Social Security Number (include all numbers you have ever used) (if any) 17. If you entered the Eligibility Category, (c)(3)(C), in item 16 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.

10. Alien Registration Number (A-Number) or I-94 Number (if any) Degree: \_\_\_\_\_  
 11. Have you ever before applied for employment authorization from USCIS? Employer's Name as listed in E-Verify: \_\_\_\_\_  
 Yes (If "Yes," complete below)  No Employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number \_\_\_\_\_

### Certification

**Your Certification:** I certify, under penalty of perjury under the laws of the United States of America, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the Instructions, Part 2, and have identified the appropriate eligibility category in Block 16.

Signature Telephone Number Date

**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.

Print Name Address Signature Date

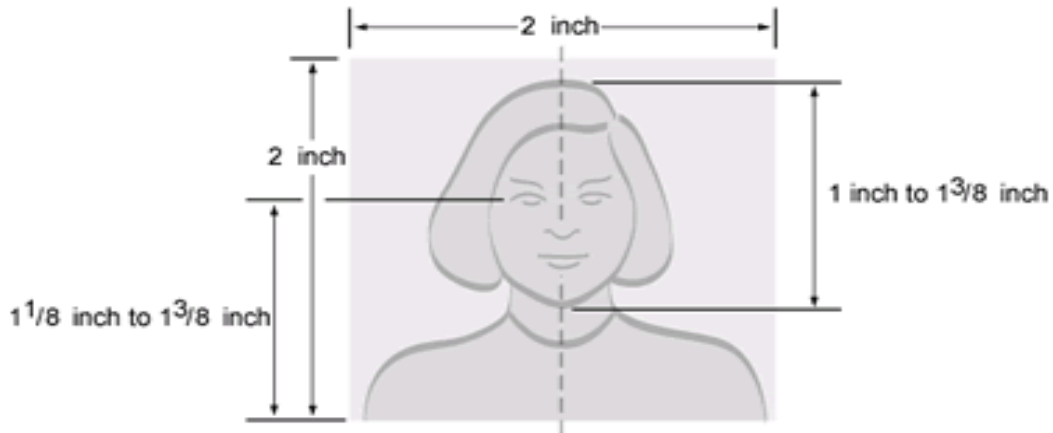
Remarks	Initial Receipt	Received	Relocated		Completed		
			Rec'd	Sent	Approved	Denied	Returned



## Photo Composition Checklist

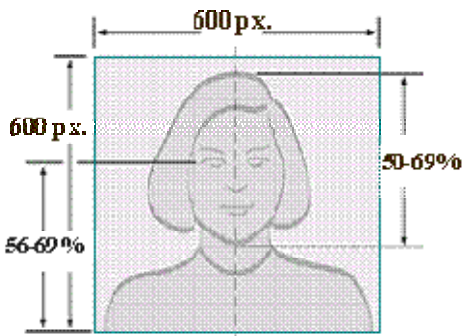
### 7 Steps to a Successful Photo 2x2

- ✓ 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

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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.  
<http://www.uscis.gov/files/form/g-1145.pdf>  
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.  
<http://www.uscis.gov/files/form/i-765.pdf>  
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 \$380.00 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:

POSTAL SERVICE <u>CERTIFIED MAIL ONLY</u> U.S.C.I.S. Dallas Lockbox (EAD) P. O. Box 660867 Dallas, TX 75266	<u>*FED EX PREFERRED*</u> U.S.C.I.S. Attn: AOS 2501 S. Hwy. 121 Business, Suite 400 Lewisville, TX 75067	<u>IF STUDENTS PAY ELECTRONICALLY</u> If your petition receipt number begins with "EAC", mail supporting documentation to the address listed on your confirmation receipt. U.S.C.I.S Vermont Service Center Attn: E-Filed I-765 75 Lower Welden Street St. Albans, VT 05479-0001
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\*\*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 70<sup>th</sup> Street between 2<sup>nd</sup> and 3<sup>rd</sup> 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](mailto:usa1716@fedex.com)

[www.Fedex.com/printonline](http://www.Fedex.com/printonline)

To submit an order on line visit the following web site: