

HUNTER COLLEGE International Student Office

ECONOMIC HARDSHIP EMPLOYMENT APPLICATION Instructions for International Students (F-1 visa status)

When you applied for a student visa, you were required to furnish proof of your ability to finance your studies. Therefore, under no circumstances may you work during your first academic year in legal status unless you work on-campus at Hunter College or any other CUNY School. However, if you are faced with unforeseen circumstances that adversely affect your financial resources; 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.

APPLICATION PROCEDURE

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

- I-765
- I-20 (Original) Check item 5: Do you need an extension of program?
- Student's letter explaining the needs for off-campus employment plus other documents
- Verifying circumstances i.e. Sponsor's letter, medical proof, etc.
- Check or Money Order made out to the **United States Citizenship and Immigration Services**

If everything is in order, the I.S.A. will make a recommendation and prepare the application for mailing to the U.S.C.I.S. Service Center. Please allow the office at least two weeks for processing your application.

You must return to pick up the application in Room 1109 Hunter East. Follow our mailing instructions **very carefully**. (Incomplete applications will be returned to you resulting in additional delays.) After you mail your application, you will wait approximately 4-6 weeks before receiving the result of your application for economic hardship from U.S.C.I.S.

PLEASE REMEMBER:

YOU MAY NOT WORK UNTIL YOU RECEIVE USCIS AUTHORIZATION. YOU MUST BE A FULL-TIME STUDENT EACH SEMESTER EVEN THOUGH YOU HAVE BEEN AUTHORIZED TO WORK.

If approved, you will be granted employment authorization part-time for a maximum of 20 hours per week when school is in session and full-time during vacation times.

APPLICATION

FOR OFFICE ECONOMIC HARDSHIP

APPLICATION FOR EMPLOYMENT BASED ON ECONOMIC HARDSHIP

Today's Date: _____ SEVIS# N_____

Student Name: _____ Student ID/S.S.#: _____

I-94/Admission#: _____ Expected date of Completion: _____

Please answer the following questions completely

- Are you able to find lawful work under any other program such as on-campus employment or other program? Yes No
- Will you be able to study full-time and get good grades if you work 20 hours a week while school is in session?
- 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 amount _____ (Please attach original documents)
- List reason(s) of your economic hardship. (Please give a detail explanation on a separate sheet of paper [typed]). Evidence and Supporting Documents must be attached to this application.

Signature of Student: _____

(Your application will not be considered if not completed or signature is missing)







Head Position and Background

Guidelines

http://travel.state.gov/passport/guide/quality/quality_876.html

- Head should be positioned directly **facing the camera**
- Photo should capture from slightly above top of hair to middle of chest
- Eyes should be open and looking at the camera
- Eyeglasses should be worn if normally used by the subject
- **Glare on eyeglasses** can usually be avoided with a slight upward or downward tilt of the head
- **Background** should be plain white or off-white
- Include headpieces if worn daily for religious purposes; they should not obscure or cast shadows on the eyes or any other part of the face

Photo Examples

INCORRECT	CORRECT	SUGGESTIONS
<p data-bbox="207 667 407 688"><i>Head Not Facing Camera</i></p> 	<p data-bbox="532 667 699 688"><i>Head Facing Camera</i></p> 	<p data-bbox="946 667 1425 806">To prevent geometric distortion and ensure an adequate depth of field, the camera should be placed at the subject's eye level and approximately 4 ft (120 cm) from the subject. By placing the subject on an adjustable height seat, the height of the camera tripod can be fixed.</p> <p data-bbox="946 842 1398 911">A lens of about 105 mm focal length on a 35 mm film camera, or its equivalent on any other camera, should provide a sufficiently flat field-of-view.</p> <p data-bbox="946 947 1425 1016">The subject's eyes should look directly at the camera and the subject may be either smiling or not, but unusual expressions and squinting should be avoided.</p>
<p data-bbox="207 1094 342 1115"><i>Glare on Glasses</i></p> 	<p data-bbox="532 1094 695 1115"><i>No Glare on Glasses</i></p> 	<p data-bbox="946 1094 1409 1232">A slight downward tilt of the head will usually eliminate glare on eyeglasses. If this does not reduce the glare, try tilting the head slightly upward or rotating the glasses slightly upward or downward. The head should not be tilted by more than a few degrees to eliminate glare.</p> <p data-bbox="946 1268 1409 1430">_C;Red Eye_D; conditions should be avoided. Red eye is caused by a direct reflection, through the pupil, from the retina of the eye when an on-camera flash is used, particularly for a subject who has adapted to a darkened environment. Red eye can be reduced by using an off-camera flash or by brightening the ambient lighting.</p>
<p data-bbox="207 1507 375 1528"><i>Background Not Plain</i></p> 	<p data-bbox="532 1507 667 1528"><i>Plain Background</i></p> 	<p data-bbox="946 1577 1409 1667">A distracting background should be avoided. Use a plain wall or a photographer's backdrop cloth as the background. The background color may be white or off-white.</p> <p data-bbox="946 1703 1414 1772">Ideally, the background will be out of focus so that minor markings or texture on the background are not apparent in the photo</p>

THE FORM (I - 7 6 5)
MUST BE FILLED
OUT WITH A **BLUE**
INK PEN

PDF FORMAT OF FORM I-765 LINK

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

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Important information

Tips for filling out the I-765 form

The name of the form (I-765) is written at the bottom right corner.

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

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. The answer is (c) (3) (iii)

You must sign (signature) and enter your telephone number and date. Failure to do so will cause delayed in receiving your employment card.

Form I-765

If you made a mistake in one of the forms that are enclosed in the O.P.T. package, please go to these websites to download the forms:

<http://www.uscis.gov/files/form/i-765.pdf> , page 11.

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://www.uscis.gov/> and click on immigration forms.

Photo standards

For photo standards, please visit

http://travel.state.gov/passport/guide/quality/quality_876.html

ECONOMIC HARDSHIP MAILING CHECKLIST

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

- Previous I-20s Photocopies of all previous I-20s, pages 1 & 3 for SEVIS I-20 and pages 3 and 4 for pre-SEVIS I-20, if applicable.

- I-765 form Original

- 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 with the biographical information, expiration date and passport number)

- Check or Money Order **\$340.00** payable to **United States Citizenship and Immigration Services**

- Photocopies of previous EAD (Employment Authorization Documentation) card(s), if applicable

- 2 Passport-like photos
On the back of them, write your **Name, Date of Birth (month, day, year) and Admission Number/I-94 number**, using a pencil.

- A typed letter explaining unforeseen hardship as well as any other document(s) and Letter(s) providing need.

These photos can be taken in the OASIS, Room 217 Hunter North for \$10.00 per set (2 pictures) Current Hours are:

Monday-Wednesday 2:00-5:30 p.m.

Thursday 2:00-6:30 p.m.

Friday 2:00-4:00 p.m.

http://registrar.hunter.cuny.edu/subpages/oasispages/oasis_passportphoto.shtml

K You **MUST** keep photocopies of ALL documents for your own record BEFORE mailing them to USCIS

✉ Mail the documents to:

**UNITED STATES CITIZENSHIP & IMMIGRATION SERVICES
VERMONT SERVICE CENTER (EAD)
75 LOWER WELDEN STREET
ST. ALBANS, VT 05479-0001**

By: Certified mail return receipt requested

POST OFFICE

If you would like to mail your OPT documents immediately, there is a post office near Hunter College located on:

70th Street between 2nd and 3rd Avenue

EAD (Employment Authorization Documentation) Card
Please give our staff a **copy** of your **EAD** card, once you receive it from USCIS

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://uscis.gov/>