

HUNTER

The City University of New York

Division of Student Affairs

International Students Office • 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

695 Park Avenue, Room 1109 Hunter East

Telephone: (212) 772-4864

(212) 772-4859

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

Or visit the International Students Office during the walk-in hours: follow the link for our 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 . 9-15>.
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 only Hunter College I-20s.
5. 2 photos (2X2 Passport style) see Photo Composition Checklist page for proper photo dimensions. <see the attached pgs **17 & 18** .
 - o Write your Name, Date of Birth (month/day/ year) and I-20 SEVIS number on the back.
6. 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.

**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 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.

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>



Dear applicant:

You **MUST** fill out the I-765 form online. Following is the link for the instructions for the I-765 <https://www.uscis.gov/sites/default/files/files/form/i-765instr.pdf>

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****

<https://www.uscis.gov/sites/default/files/files/form/i-765.pdf>

Tips for filling out the I-765 form

I am applying for

Permission to accept employment should be checked.

Items 14 - 15:

Check "Yes" for both 14 and 15 if you do not have a Social Security Number or if you need a replacement card. Check "No" for both 14 and 15 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 # 21a

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 # 24-25

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

Item # 27

(c) (3) (B) Post-completion Optional Practical Training **LOWER CASE c NUMBER 3 and UPPERCASE B**

(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.

Page 11-12:

Should only be completed if you used an interpreter, translator, lawyer, or anyone who is not yourself or the International Student Advisor.

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 < on page 17 & 18 >

I-94 replacement

If you have lost your I-94, you can apply for another by filing out the I-102 form <https://www.uscis.gov/i-102>

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.



e-Notification of Application/Petition Acceptance

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

USCIS
Form G-1145

What Is the Purpose of This Form?

Use this form to request an electronic notification (e-Notification) when U.S. Citizenship and Immigration Services accepts your immigration application. This service is available for applications filed at a USCIS Lockbox facility.

General Information

Complete the information below and clip this form to the first page of your application package. You will receive one e-mail and/or text message for each form you are filing.

We will send the e-Notification within 24 hours after we accept your application. Domestic customers will receive an e-mail and/or text message; overseas customers will only receive an e-mail. Undeliverable e-Notifications cannot be resent.

The e-mail or text message will display your receipt number and tell you how to get updated case status information. It will not include any personal information. The e-Notification does not indicate any type of status or benefit; rather it is provided as a convenience to customers.

USCIS will also mail you a receipt notice (I-797C), which you will receive within 10 days after your application has been accepted; use this notice as proof of your pending application or petition.

USCIS Privacy Act Statement

AUTHORITIES: The information requested on this form is collected pursuant to section 103(a) of the Immigration and Nationality Act, as amended INA section 101, et seq.

PURPOSE: The primary purpose for providing the information on this form is to request an electronic notification when USCIS accepts immigration form. The information you provide will be used to send you a text and/or email message.

DISCLOSURE: The information you provide is voluntary. However, failure to provide the requested information may prevent USCIS from providing you a text and/or email message receipting your immigration form.

ROUTINE USES: The information provided on this form will be used by and disclosed to DHS personnel and contractors in accordance with approved routine uses, as described in the associated published system of records notices [[DHS/USCIS-007 - Benefits Information System and DHS/USCIS-001 - Alien File \(A-File\) and Central Index System \(CIS\)](#)], which can be found at www.dhs.gov/privacy. The information may also be made available, as appropriate for law enforcement purposes or in the interest of national security.

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
Email Address		Mobile Phone Number (Text Message)



Application For Employment Authorization

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

USCIS
Form I-765
OMB No. 1615-0040
Expires 05/31/2020

For USCIS Use Only	<input type="checkbox"/> Authorization/Extension Valid From _____	Fee Stamp	Action Block
	<input type="checkbox"/> Authorization/Extension Valid Through _____		
	Alien Registration Number A- <input type="text"/>		
	Remarks		

To be completed by an attorney or Board of Immigration Appeals (BIA)-accredited representative (if any).	<input type="checkbox"/> Select this box if Form G-28 is attached.	Attorney or Accredited Representative USCIS Online Account Number (if any) <input type="text"/>
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▶ **START HERE** - Type or print in black ink.

Part 1. Reason for Applying

I am applying for (select **only one** box):

1.a. Initial permission to accept employment.

1.b. Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document **NOT DUE** to U.S. Citizenship and Immigration Services (USCIS) error.

NOTE: Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to **Replacement for Card Error** in the **What is the Filing Fee** section of the Form I-765 Instructions for further details.

1.c. Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)

Part 2. Information About You

Your Full Legal Name

1.a. Family Name (Last Name)

1.b. Given Name (First Name)

1.c. Middle Name

Other Names Used

Provide all other names you have ever used, including aliases, maiden name, and nicknames. If you need extra space to complete this section, use the space provided in **Part 6**.

Additional Information.

2.a. Family Name (Last Name)

2.b. Given Name (First Name)

2.c. Middle Name

3.a. Family Name (Last Name)

3.b. Given Name (First Name)

3.c. Middle Name

4.a. Family Name (Last Name)

4.b. Given Name (First Name)

4.c. Middle Name

Part 2. Information About You (continued)

Your U.S. Mailing Address

- 5.a. In Care Of Name (if any)
- 5.b. Street Number and Name
- 5.c. Apt. Ste. Flr.
- 5.d. City or Town
- 5.e. State 5.f. ZIP Code
[\(USPS ZIP Code Lookup\)](#)
6. Is your current mailing address the same as your physical address? Yes No

NOTE: If you answered "No" to Item Number 6., provide your physical address below.

U.S. Physical Address

- 7.a. Street Number and Name
- 7.b. Apt. Ste. Flr.
- 7.c. City or Town
- 7.d. State 7.e. ZIP Code

Other Information

8. Alien Registration Number (A-Number) (if any)
▶ A-
9. USCIS Online Account Number (if any)
▶
10. Gender Male Female
11. Marital Status
 Single Married Divorced Widowed
12. Have you previously filed Form I-765?
 Yes No
- 13.a. Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?
 Yes No

NOTE: If you answered "No" to Item Number 13.a., skip to Item Number 14. If you answered "Yes" to Item Number 13.a., provide the information requested in Item Number 13.b.

- 13.b. Provide your Social Security number (SSN) (if known).
▶

14. Do you want the SSA to issue you a Social Security card? (You must also answer "Yes" to Item Number 15., Consent for Disclosure, to receive a card.)
 Yes No

NOTE: If you answered "No" to Item Number 14., skip to Part 2., Item Number 18.a. If you answered "Yes" to Item Number 14., you must also answer "Yes" to Item Number 15.

15. **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 14. - 15., provide the information requested in Item Numbers 16.a. - 17.b.

Father's Name

Provide your father's birth name.

- 16.a. Family Name (Last Name)
- 16.b. Given Name (First Name)

Mother's Name

Provide your mother's birth name.

- 17.a. Family Name (Last Name)
- 17.b. Given Name (First Name)

Your Country or Countries of Citizenship or Nationality

List all countries where you are currently a citizen or national. If you need extra space to complete this item, use the space provided in Part 6. Additional Information.

- 18.a. Country
- 18.b. Country

Part 2. Information About You (continued)

Place of Birth

List the city/town/village, state/province, and country where you were born.

19.a. City/Town/Village of Birth

19.b. State/Province of Birth

19.c. Country of Birth

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

Information About Your Last Arrival in the United States

21.a. Form I-94 Arrival-Departure Record Number (if any)

21.b. Passport Number of Your Most Recently Issued Passport

21.c. Travel Document Number (if any)

21.d. Country That Issued Your Passport or Travel Document

21.e. Expiration Date for Passport or Travel Document (mm/dd/yyyy)

22. Date of Your Last Arrival Into the United States, On or About (mm/dd/yyyy)

23. Place of Your Last Arrival Into the United States

24. Immigration Status at Your Last Arrival (for example, B-2 visitor, F-1 student, or no status)

25. Your Current Immigration Status or Category (for example, B-2 visitor, F-1 student, parolee, deferred action, or no status or category)

26. Student and Exchange Visitor Information System (SEVIS) Number (if any)

Information About Your Eligibility Category

27. **Eligibility Category.** Refer to the **Who May File Form I-765** section of the Form I-765 Instructions to determine the appropriate eligibility category for this application. Enter the appropriate letter and number for your eligibility category below (for example, (a)(8), (c)(17)(iii)).

() () ()

28. **(c)(3)(C) STEM OPT Eligibility Category.** If you entered the eligibility category (c)(3)(C) in **Item Number 27.**, provide the information requested in **Item Numbers 28.a - 28.c.**

28.a. Degree

28.b. Employer's Name as Listed in E-Verify

28.c. Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number

29. **(c)(26) Eligibility Category.** If you entered the eligibility category (c)(26) in **Item Number 27.**, provide the receipt number of your H-1B spouse's most recent Form I-797 Notice for Form I-129, Petition for a Nonimmigrant Worker.

30. **(c)(8) Eligibility Category.** If you entered the eligibility category (c)(8) in **Item Number 27.**, have you **EVER** been arrested for and/or convicted of any crime?

Yes No

NOTE: If you answered "Yes" to **Item Number 30.**, refer to **Special Filing Instructions for Those With Pending Asylum Applications (c)(8)** in the **Required Documentation** section of the Form I-765 Instructions for information about providing court dispositions.

31.a. **(c)(35) and (c)(36) Eligibility Category.** If you entered the eligibility category (c)(35) in **Item Number 27.**, please provide the receipt number of your Form I-797 Notice for Form I-140, Immigrant Petition for Alien Worker. If you entered the eligibility category (c)(36) in **Item Number 27.**, please provide the receipt number of your spouse's or parent's Form I-797 Notice for Form I-140.

31.b. If you entered the eligibility category (c)(35) or (c)(36) in **Item Number 27.**, have you **EVER** been arrested for and/or convicted of any crime?

Yes No

NOTE: If you answered "Yes" to **Item Number 31.b.**, refer to **Employment-Based Nonimmigrant Categories, Items 8. - 9.**, in the **Who May File Form I-765** section of the Form I-765 Instructions for information about providing court dispositions.

Part 3. Applicant's Statement, Contact Information, Declaration, Certification, and Signature

NOTE: Read the **Penalties** section of the Form I-765 Instructions before completing this section. You must file Form I-765 while in the United States.

Applicant's Statement

NOTE: Select the box for either **Item Number 1.a.** or **1.b.** If applicable, select the box for **Item Number 2.**

- 1.a. I can read and understand English, and I have read and understand every question and instruction on this application and my answer to every question.
- 1.b. The interpreter named in **Part 4.** read to me every question and instruction on this application and my answer to every question in , a language in which I am fluent, and I understood everything.
- 2. At my request, the preparer named in **Part 5.**, prepared this application for me based only upon information I provided or authorized.

Applicant's Contact Information

- 3. Applicant's Daytime Telephone Number
- 4. Applicant's Mobile Telephone Number (if any)
- 5. Applicant's Email Address (if any)
- 6. Select this box if you are a Salvadoran or Guatemalan national eligible for benefits under the ABC settlement agreement.

Applicant's Declaration and Certification

Copies of any documents I have submitted are exact photocopies of unaltered, original documents, and I understand that USCIS may require that I submit original documents to USCIS at a later date. Furthermore, I authorize the release of any information from any and all of my records that USCIS may need to determine my eligibility for the immigration benefit that I seek.

I furthermore authorize release of information contained in this application, in supporting documents, and in my USCIS records, to other entities and persons where necessary for the administration and enforcement of U.S. immigration law.

I understand that USCIS may require me to appear for an appointment to take my biometrics (fingerprints, photograph, and/or signature) and, at that time, if I am required to provide biometrics, I will be required to sign an oath reaffirming that:

- 1) I reviewed and understood all of the information contained in, and submitted with, my application; and
- 2) All of this information was complete, true, and correct at the time of filing.

I certify, under penalty of perjury, that all of the information in my application and any document submitted with it were provided or authorized by me, that I reviewed and understand all of the information contained in, and submitted with, my application and that all of this information is complete, true, and correct.

Applicant's Signature

- 7.a. Applicant's Signature
- 7.b. Date of Signature (mm/dd/yyyy)

NOTE TO ALL APPLICANTS: If you do not completely fill out this application or fail to submit required documents listed in the Instructions, USCIS may deny your application.

Part 4. Interpreter's Contact Information, Certification, and Signature

Provide the following information about the interpreter.

Interpreter's Full Name

- 1.a. Interpreter's Family Name (Last Name)
- 1.b. Interpreter's Given Name (First Name)
- 2. Interpreter's Business or Organization Name (if any)

Part 4. Interpreter's Contact Information, Certification, and Signature

Interpreter's Mailing Address

3.a. Street Number and Name

3.b. Apt. Ste. Flr.

3.c. City or Town

3.d. State 3.e. ZIP Code

3.f. Province

3.g. Postal Code

3.h. Country

Interpreter's Contact Information

4. Interpreter's Daytime Telephone Number

5. Interpreter's Mobile Telephone Number (if any)

6. Interpreter's Email Address (if any)

Interpreter's Certification

I certify, under penalty of perjury, that:

I am fluent in English and , which is the same language specified in Part 3., Item Number 1.b., and I have read to this applicant in the identified language every question and instruction on this application and his or her answer to every question. The applicant informed me that he or she understands every instruction, question, and answer on the application, including the **Applicant's Declaration and Certification**, and has verified the accuracy of every answer.

Interpreter's Signature

7.a. Interpreter's Signature

7.b. Date of Signature (mm/dd/yyyy)

Part 5. Contact Information, Declaration, and Signature of the Person Preparing this Application, If Other Than the Applicant

Provide the following information about the preparer.

Preparer's Full Name

1.a. Preparer's Family Name (Last Name)

1.b. Preparer's Given Name (First Name)

2. Preparer's Business or Organization Name (if any)

Preparer's Mailing Address

3.a. Street Number and Name

3.b. Apt. Ste. Flr.

3.c. City or Town

3.d. State 3.e. ZIP Code

3.f. Province

3.g. Postal Code

3.h. Country

Preparer's Contact Information

4. Preparer's Daytime Telephone Number

5. Preparer's Mobile Telephone Number (if any)

6. Preparer's Email Address (if any)

Part 5. Contact Information, Declaration, and Signature of the Person Preparing this Application, If Other Than the Applicant (continued)

S

Preparer's Statement

- 7.a. I am not an attorney or accredited representative but have prepared this application on behalf of the applicant and with the applicant's consent.
- 7.b. I am an attorney or accredited representative and my representation of the applicant in this case extends does not extend beyond the preparation of this application.

A

NOTE: If you are an attorney or accredited ay need to submit a completed Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative, with this application.

Preparer's Certification

M

By my signature, I certify, under penalty of perjury, that I prepared this application at the request of the applicant. The applicant then reviewed this completed application and informed me that he or she understands all of the information contained in, and submitted with, his or her application, including the **Applicant's Declaration and Certification**, and that all of this information is complete, true, and correct. I completed this application based only on information that the applicant provided to me or authorized me to obtain or use.

P

Preparer's Signature

8.a. Preparer's Signature

8.b. Date of Signature (mm/dd/yyyy)

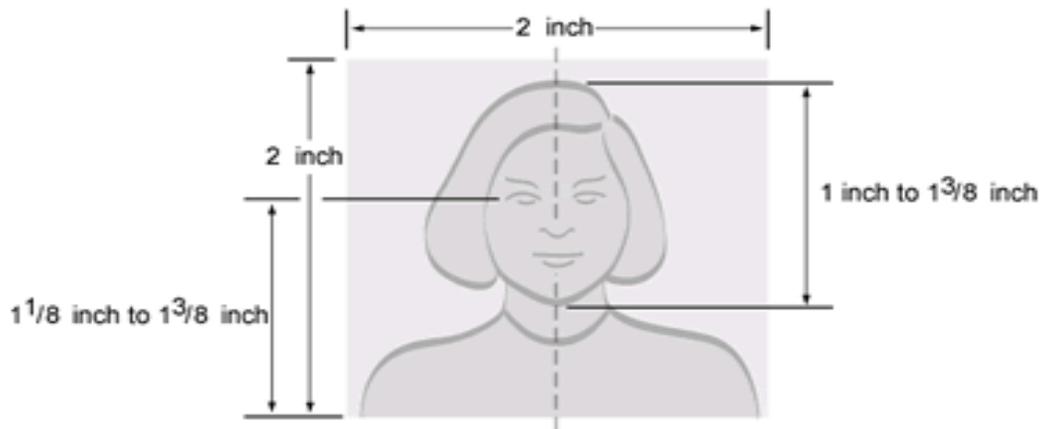
L

E

Photo Composition Checklist

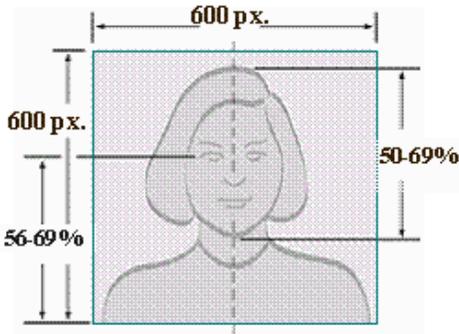
7 Steps to a Successful Photo 2x2

- ☑ 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.
<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 \$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:

POSTAL SERVICE <u>CERTIFIED MAIL ONLY</u> USCIS PO Box 805373 Chicago, IL 60680	<u>*FED EX PREFERRED*</u> USCIS Attn: I-765 C03 131 South Dearborn - 3rd Floor Chicago, IL 60603-5517
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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 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

www.Fedex.com/printonline