



Severe Economic Hardship

A Need-Based Work Permit for F-1 Students

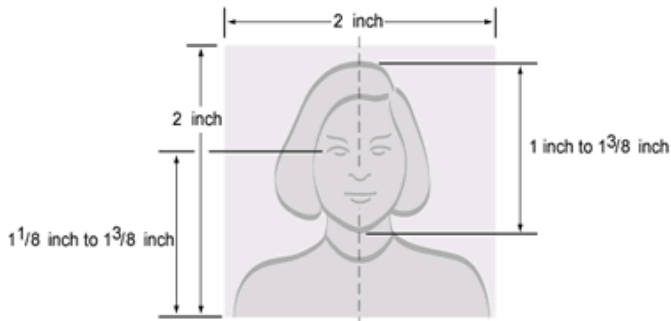
Application Instructions:

1. Talk with the Center for International Students to determine if you might be eligible:
 - An F-1 student in active status for at least two full semesters,
 - In good academic standing,
 - Prove to USCIS that you have a severe economic need caused by “unforeseen circumstances” beyond your control,
 - Demonstrate that employment will not interfere with your studies, and
 - On-campus employment is unavailable or insufficient.
2. Prepare your application materials, upload all documents to Google Drive, and share the Google folder with iso01@truman.edu.
 - \$410 check or money order made payable to “Department of Homeland Security”
 - 2 passport-style photos (instructions below)
 - Completed I-765 **TYPED**. Access the form [here](#). See instructions below.
 - Completed SEVIS Release Form. Access the form [here](#).
 - Relevant immigration documents:
 - Passport
 - Visa
 - Port of entry stamp
 - I-94
 - Previous I-20s
 - Previous work permits
 - Documentation of the unforeseen financial need.
 - **Student Letter** - The student should write and sign a letter addressed to the USCIS asking for approval of a need-based work permit. Include in the letter a statement explaining the reason for the unforeseen financial need and include a table of your income, expenses, and expected shortfall. We recommend that the expected shortfall not exceed \$9,999.
 - **Parent/Sponsor Letter** – Your financial sponsor (e.g. parents) should write and sign a letter addressed to the USCIS with an explanation of the unforeseen need that is beyond their control and resulted in a financial crisis.
 1. **Documentation** such as bank statements, financial statements comparing financial years, letters/notices of business closure, forced retirement, salary reductions, news articles, medical bills, etc. should accompany the application.
 2. **Exchange Rate Table** - A table showing the exchange rate between your currency and the U.S. dollar for the last 5 years.
3. Once the Center for International Students has reviewed your application, we will notify you to pick up your new I-20 that includes a recommendation for off-campus employment.
4. Mail your application immediately, including a copy of the new I-20.

Photo Instructions

Your name and I-94 number must be written on the back in pencil. The passport-style photo must be different from your passport, visa, and any other work permit photo.

USCIS can be very picky about photos, and we want you to have the best chance of being approved, so we are also very picky about photos. Show this to your photographer if you have to, but make sure you get the best photos possible. This photo must be different from your passport, visa, and any other work permit photo. We recommend Walgreens.



Head Position & Placement

Well-Composed Photos



- Subject framed with full face, front view, eyes open
- 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)
- Head centered within frame (see example above)
- Natural expression
- Eye height is between 1-1/8 inches to 1-3/8 inches (28 mm and 35 mm) from bottom of photo
- Plain white or off-white background
- No distracting shadows on the face or background

For more information, please see the Department of State's [guidelines](#) for passport-style photos. The Department of State also provides a [tool](#) to verify whether your photos are compliant.

Google Drive Instructions

In Google Drive, save all documents in a folder in PDF, JPG, or JPEG format. Share the Google Folder with iso01@truman.edu. For example:

My Drive > Smith, John (001234567) SEH Application ▾

Name ↑

PDF 1. SEVIS Release, Smith (001234567).pdf

PDF 2. I-765, Smith (001234567).pdf

Sample I-765 Form

Follow these guidelines when filling out your application.



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.)

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

Your Full Legal Name

- 1.a. Family Name (Last Name)
- 1.b. Given Name (First Name)
- 1.c. Middle Name

Part 1 – Check “initial permission to accept employment”.

Part 2

Line 1.a. and 1.b. Enter your name as it appears on your passport.

Line 5

USCIS will mail your EAD card to this mailing address after your application is approved. If you do not know your mailing address for at least 4 months into the future, use the CIS address provided.

Line 5a M. CRIST

Line 5b 100 E Normal Avenue

Line 5c Check Ste. and put CIS

Line 5d Put Kirksville

Line 5e Select MO

Line 5f Put 63501

Line 8 This number is listed on your most recent EAD card. It can be found under the "USCIS#" area. If you do not have an EAD or lost it, then you can leave this blank.

Line 9 Refer to the USCIS I-765 instructions: Item 9 on page 17. Leave this blank if it does not apply to you.

Line 10 Required

Line 11 Required

Line 12 If you answered "Yes", provide copies of previous EADs with your application, if available. If unavailable, you can explain in Part 6.

Line 13a

Answer "Yes" if you have an SSN card. Complete 13b and skip 14-17.

Answer "No" if you were never issued an SSN card. We recommend applying for an SSN card separately to avoid delaying your SEH application. Skip 13b and answer "no" for number 14.

Part 2. Information About You (continued)

Your U.S. Mailing Address

5.a. In Care Of Name (if any) M. CRIST

5.b. Street Number and Name 100 E NORMAL AVENUE

5.c. Apt. Ste. Flr.

5.d. City or Town Kirksville

5.e. State MO 5.f. ZIP Code 63501 [\(USPS ZIP Code Lookup\)](#)

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) Smith

16.b. Given Name (First Name) Michael

Mother's Name
Provide your mother's birth name.

17.a. Family Name (Last Name) Jackson

17.b. Given Name (First Name) Sarah

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 France

18.b. Country

Line 13b Required if checked 'Yes' on Line 13a.

Line 18 List country(s) of citizenship.

Line 19 Required

Line 20 Required

Line 21a Retrieve your I-94 Number at cbp.gov/I94

Line 21b Required

Line 21d Required

Line 21e Required

Line 22 Enter the last date you entered the U.S. For most, this should be the date stamped in your passport and should match your I-94 entry date.

Line 23 Required. (City AND State)

Line 24 F 1 student

Line 25 F 1 student

Line 26 SEVIS number found on Form I-20.

Line 27 (c)(3)(iii)

Line 28-31 Leave Blank

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
Paris

19.b. State/Province of Birth
Ile-de-France

19.c. Country of Birth
France

20. Date of Birth (mm/dd/yyyy) 01/20/1999

Information About Your Last Arrival in the United States

21.a. Form I-94 Arrival-Departure Record Number (if any)
0 0 0 1 2 3 4 5 6 7 8

21.b. Passport Number of Your Most Recently Issued Passport
60RF19342

21.c. Travel Document Number (if any)

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

21.e. Expiration Date for Passport or Travel Document (mm/dd/yyyy) 01/20/2022

22. Date of Your Last Arrival Into the United States, On or About (mm/dd/yyyy) 08/20/2019

23. Place of Your Last Arrival Into the United States
Chicago, Illinois

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

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

26. Student and Exchange Visitor Information System (SEVIS) Number (if any)
N-0012345678

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)).
(c) (3) (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.e.

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

Line 1a Check '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.'

Line 3 and 4 Provide a U.S. phone number if available

Line 5 Provide student email address

Line 7 Sign and date the form with a pen!

Page 6-7 Should be included in application, but do not need to be completed if they do not apply to you.

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.

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

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.

Sample Student Letter

Adjust the following letters to match your personal situation.

Date

To: USCIS

My family and I are experiencing an unforeseen economic crisis created by (the civil conflict in my home country). I am writing to request approval of an economic need-based work permit so that I may earn funds to pay the part of my educational expenses that my family cannot finance this year.

Due to the conflict, my parent's business in (home country) has been forced to close for an as yet unknown period of time. Without money coming in, my family cannot pay as much as usual towards my educational expenses. I estimate that I will have a financial short fall of \$7,500 for the 2022-2023 academic year noted in the table below:

2022-2023 Academic Year Expenses	Income	Shortfall
	\$4500 Parents	
\$16,000 Tuition	\$6000 Scholarship	\$22,000 Total Expenses
\$6,000 Housing, Food & Other Expenses	\$4000 On-campus Employment	\$14,500 Total Income
\$22,000 Total Expenses	\$14,500 Total Income	Shortfall \$7,500

I appreciate your time and understanding in this matter.

Sincerely,

Student's name and signature

Sample Parent/Sponsor Letter

Date

To: USCIS

Please approve a need-based work permit for my child, **NAME**, to allow him/her to work off campus for part of his tuition. Due to the shutdown of businesses, including mine, in (home country), caused by the civil conflict, I am unable to fully finance **NAME**'s education at Truman this year. I am asking that my child be allowed to work off campus to help make up the financial shortfall we are experiencing.

Attached please find the government's notice to all businesses.

Sincerely,

Parent's (or financial sponsor) name and signature

Sample SEVIS Release Form

Release of Work Permit Information to SEVIS Database

I authorize the Center for International Students to submit the necessary information to the SEVIS database in order to complete my work permit application. I am aware that once the information has been added to the SEVIS database, it cannot be deleted or changed. All information on this form must be completed for the database to be updated. Upon completing the submission of information for a work permit of any type to the SEVIS database, a new I-20 (for F-1 visa) or DS-2019 (for J-1 visa) will be generated. I will return to the CIS in three days to sign this new form and finalize my work permit application.

I have the following visa status (choose one)

- F-1
- J-1
- Other _____

Starting Date: Choose a date that is roughly 45 days in the future.

I am applying for one of the following (choose one)

Economic need based off campus work permit (F-1 visa only) Starting Date _____ *

Optional Practical Training (F-1 visa only) From _____ to _____ *

Date of Graduation _____

Major _____

Please circle one: Part time Full Time

Please indicate if this is for STEM Extension YES NO

Curricular Practical Training (F-1 visa only)

Name of employer (company) _____

Address of employer _____

Name of supervisor _____

Phone number of supervisor _____

Dates of employment From _____ To _____

Please circle one: Part time Full Time

Academic Training (J-1 visa only)

Name of Employer (company) _____

Address of employer _____

Name of supervisor _____

Phone number of supervisor _____

Dates of employment From _____ To _____

Please circle one: Part time Full Time

Complete the section below.

Student name (please print) _____ SEVIS Number _____

Mailing address _____

Cell Phone _____ Non-Truman Email _____

Student ID _____ Truman Email _____

Date of Birth _____ Signature _____ Date _____