

This form requests a recommendation for Severe Economic Hardship. Please submit this form with suggested evidence and other documents that are relevant to your case in one email to oiaservices@una.edu.

Summary

The US government may authorize certain F-1 students for work off-campus on a part-time basis due to Severe Economic Hardship in accordance with F-1 regulations. If other employment opportunities are not available or are otherwise insufficient, an eligible F-1 student may request off-campus employment work authorization based upon severe economic hardship caused by unforeseen circumstances beyond the student's control. These circumstances may include loss of financial aid or on-campus employment without fault on the part of the student, substantial fluctuations in the value of currency or exchange rate, inordinate increases in tuition and/or living costs, unexpected changes in the financial condition of the student's source of support, medical bills, or other substantial and unexpected expenses.

Eligibility Criteria General

The Designated School Official (DSO) at the school at which the F-1 student attends must make the initial confirmation of eligibility. The DSO may recommend the student for work off-campus for one-year intervals by certifying that:

- (1) The student has been in F-1 status for one full academic year;
- (2) The student is in good standing as a student and is carrying a full course of study;
- (3) The student has demonstrated that acceptance of employment will not interfere with the student's carrying a full course of study; and
- (4) The student has demonstrated that the employment is necessary to avoid severe economic hardship due to unforeseen circumstances beyond the student's control and has demonstrated that on-campus employment is unavailable or otherwise insufficient to meet the needs that have arisen as a result of the unforeseen circumstances.

Limitations

Part-time off-campus employment authorized under this section is limited to no more than 20 hours a week when school is in session. A student who is granted off-campus employment authorization may work full-time during holidays or school vacation. Authorization is in one-year intervals and may not extend past the Program End Date on the Form I-20.

The employment authorization is automatically terminated whenever the student fails to maintain status. The employment authorization is automatically terminated if a student transfers to another school.

Directions for Off-Campus Work Authorization (Approval by USCIS required)

To request OFF-CAMPUS work permission:

- a. A copy of your unofficial transcript to confirm your length of study and academic standing;
- b. Complete this form including the budget worksheet.
- c. Write a personal statement to explain the unforeseen circumstances that are beyond your control. Be specific. The statement should include:
 - a. Brief introduction about the funding you had when beginning study;
 - b. How the funding for your studies has changed, including a description of your sponsor's current level or support;
 - c. Your current academic and living expenses and your economic hardship, mentioning loss of financial aid or on-campus employment without fault on the part of the student, substantial fluctuations in the value of currency or exchange rate, inordinate increases in tuition and/or living costs, unexpected changes in the financial condition of the student's source of support, medical bills, or other substantial and unexpected expenses;
 - d. Any other relevant details.
- d. Obtain a letter from your sponsor withdrawing or reducing their support and explaining why this is necessary, and including supporting evidence if applicable;
- e. Complete Form I-765 (can be found at www.uscis.gov/i-765) – Eligibility code (c)(3)(iii)
- f. Submit everything listed above in one email to oiaservices@una.edu and we will respond to schedule an individual appointment.

PLEASE NOTE: For off-campus work authorization, recommendation by OIA is not an approval and does not guarantee USCIS approval. A student cannot begin off-campus employment until they receive approval from USCIS in form of an Employment Authorization Document (EAD).

If a student is unable to document the eligibility criteria, their application may be denied either by OIA or USCIS.

Part 1: Student Information

Student's Name _____

SEVIS Number _____ **Student ID:** _____

UNA Email Address: _____ **US Phone Number:** _____

Current US Address: _____

Do you currently work on-campus? If yes, where and how many hours? If no, why not and have you tried to obtain on-campus employment?

Please describe how you will maintain a full course of study while using off-campus work authorization:

Part 2: Budget

In the spaces below, please enter all the requested information as accurately as possible. Your first UNA I-20 may be helpful. Basic expenses for the current academic year are listed on page 3 of this form for your convenience.

When I began first applied as an F-1		Current Circumstances	
EXPENSES per semester		EXPENSES per semester	
Tuition & Fee		Tuition & Fee	
Housing or rent		Housing or rent	
Meal Plan and/or groceries		Meal Plan and/or groceries	
Health Insurance		Health Insurance	
Books & Supplies		Books & Supplies	
Other*		Other*	
TOTAL		TOTAL	
Describe Other*		Describe Other*	
When I began first applied as an F-1		Current Circumstances	
FUNDING per semester		FUNDING per semester	
Personal Funds		Personal Funds	
On-Campus Employment		On-Campus Employment	
Funds from UNA		Funds from UNA	
Other Funding		Other Funding	
TOTAL		TOTAL	
Describe Other*		Describe Other*	

Part 3: Student's Signature

By signing here, I state that all information on this form and attached evidence is true and accurate.

Signature

Date

2022-2023 Estimated Expenses Before Scholarships**

UNDERGRADUATE			
	Fall (15 Credits)	Spring (15 Credits)	Annual (9 month)
Tuition (Non-resident)	\$10,200	\$10,200	\$20,400
University Fees	\$600	\$600	\$1,200
International Student Fee	\$300	\$300	\$600
International Student Health Insurance	\$556	\$779	\$1,335
Tuition & Fees SUBTOTAL	\$11,056	\$11,279	\$22,335
Basic Room (Double Occupancy)	\$1,980	\$1,980	\$3,960
Basic Meal Plan	\$1,725	\$1,725	\$3,450
Living Expenses SUBTOTAL	\$3,705	\$3,705	\$7,410
Books, Supplies and Technology	\$800	\$800	\$1,600
Other Expenses SUBTOTAL	\$800	\$800	\$1,600
GRAND TOTAL	\$16,161	\$16,384	\$32,545*
GRADUATE			
	Fall (9 Credits)	Spring (9 Credits)	Annual (9 month)
Tuition (Non-resident)	\$6,660	\$6,660	\$13,320
University Fees	\$270	\$270	\$540
International Student Fee	\$300	\$300	\$600
International Student Health Insurance	\$556	\$779	\$1,335
Tuition & Fees SUBTOTAL	\$7,786	\$8,009	\$15,795
Basic Room (Double Occupancy)	\$1,980	\$1,980	\$3,960
Basic Meal Plan	\$1,725	\$1,725	\$3,450
Living Expenses SUBTOTAL	\$3,705	\$3,705	\$7,410
Books, Supplies and Technology	\$700	\$700	\$1,400
Other Expenses SUBTOTAL	\$700	\$700	\$1,400
GRAND TOTAL	\$12,191	\$12,414	\$24,605*

* This is the estimated expenses that are shown on the Form I-20.

**This is an estimate of typical expenses. It is not a fixed amount. Changes in registered courses, housing and meal plans will affect the final amount on a student bill. Additional funds for personal expenses such as travel, room furnishings, and supplies are not included.

NOTE: All expenses and fees are subject to change.