



F-1 Economic Hardship

What is Economic Hardship?

Economic Hardship is a work authorization granted by the United States Department of Homeland Security (DHS) for students who can prove that an economic hardship that was unforeseen and beyond their control has occurred. The employment authorization is issued on a yearly basis up to the expected date of graduation. Students must prove economic hardship and that there are insufficient opportunities for employment on campus. The student must make a good faith effort to locate employment on campus before applying to DHS for employment based on economic hardship.

Am I Eligible for Economic Hardship?

Student must have continuously maintained lawful F-1 status and have been in status for a minimum of one academic year (2 consecutive semesters). Student must also be in good academic standing (2.0gpa/undergraduates and 3.0gpa/graduates). Transcript and current registration, passport and I-20 must be reviewed by the Office of International Student & Scholars.

How can I prove Economic Hardship?

The economic hardship caused by unforeseen circumstances beyond the student's control may include:

- A. Loss of financial aid or on-campus employment (without fault of student).
- B. Substantial fluctuations in value of currency or exchange rate.
- C. Inordinate increases in tuition and/or living expenses.
- D. Unexpected changes in sponsor's support.
- E. Medical/Dental bills or other substantial and unexpected expenses.

How do I apply for Economic Hardship?

Submit to the Office of International Students & Scholars:

- A. I-20, passport, visa, I-94 card, unofficial transcript, current registration and account summary on initial inquiry for review of eligibility.
- B. A letter of explanation to be sent to DHS indicating that the student has experienced unforeseen economic circumstances beyond the students control. Provide a list of your monthly expenses such as rent, monthly income, food, utilities, etc.
- C. Provide proof of economic hardship such as medical bills, tuition increase or currency changes.
- D. Submit completed I-765.
- E. \$340 fee payable to: **Department of Homeland Security.**
- F. 2 color photographs.
- G. All information will be sent to DHS Service Center in Nebraska.

**If the request is approved, the Employment Authorization Document (EAD) will be mailed to the students home. It usually takes about 3-4 months to process.

**Student may never begin employment until the EAD has been issued. The employment authorization is automatically terminated if the student fails to maintain status.

Sample Letter Only

US Department of Homeland Security
US Citizenship and Immigration Services
Nebraska Service Center
PO BOX 87765
Lincoln, NE 68501-7765

To Whom It May Concern:

I am applying for employment work authorization due to unforeseen economic circumstances beyond my control.

State the reasons for economic hardship, for example:

- A. Loss of financial aid or on campus employment (without fault of student).
- B. Substantial fluctuations in value of currency or exchange rate.
- C. Inordinate increases in tuition and/or living expenses.
- D. Unexpected changes in sponsor's support.
- E. Medical/Dental bills or other substantial and unexpected expenses.

Provide a list of your monthly expenses such as:

Rent	\$000.00
Food	000.00
Utilities	000.00
Tuition/Books	000.00
Medical/Dental Bills	<u>000.00</u>
Total	\$000.00

My monthly income is: \$000.00

I have made a good faith effort to seek on campus employment and have been unable to do so. Also, due to my monthly expenses exceeding my monthly income, I am kindly request that an employment authorization be granted.

Sincerely,

(Your Signature)
(Your Name)

Tax Information/Withholding/Social Security

On Campus:

According to the Internal Revenue Service, earnings of foreign employees working in the United States are subject to certain tax withholdings. The taxes that are withheld depend on the type of visa classification of the employees and tax treaty agreements between the countries.

Non-resident aliens employees may not claim "exempt" status on the W-4 form. All international students and scholars employed by Utah State University must complete the appropriate forms in the Controllers Office at the time of employment. Appointments can be made to complete these forms with Tracy Fox at 435-797-1682 or you may visit her office in the basement of the Merrill Library.

Off Campus:

Tax treaties and the taxes withheld for off campus employment must be discussed with and determined by the employer.