**Economic Hardship Check List**

Student Name:  

Last Name  
First Name  

Mail the following documents, in this order, to the Department of Homeland Security:

- A strong cover letter explaining economic hardship along with any supporting documentation.  
- Copy of unofficial transcripts showing your good academic standing  
- Form I-765 completed and signed, marked with the code "(c)(3)(iii)" at item 16  
  Note: The signature that appears on the EAD card is scanned directly from the I-765. If any part of the signature crosses the line on which students are supposed to sign, the signature can be rejected.  
- Check or money order made payable to “US Department of Homeland Security”. Correct fee information can be found at www.uscis.gov/forms/  
- 2 passport-style photos with your name & SEVIS ID number printed on the back (it is helpful to leave the photos in the folder which they might come in, or put them in an envelope with your name and SEVIS ID number on the outside of the envelope). Photo requirements can be found at http://travel.state.gov/visa/visphotoreq/visaphotoreq_5334.html  
- New I-20 showing the economic hardship request on page 3 (be sure to print, sign, and date the I-20)  
- Photocopy of your passport statistics page and expiration date (if on a different page)  
- Photocopy of your visa  
- Photocopy of the front and back of your I-94 card  

**IMPORTANT: MAILING INSTRUCTIONS:**

If you are living in:  

Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington State, Wisconsin, Wyoming, or Commonwealth of the Northern Mariana Islands:

Send OPT applications by regular mail or Certified Mail Return Receipt to:  

USCIS  
PO Box 21281  
Phoenix, AZ  85036  

If you want to mail documents by Express Mail or Courier Service, mail to:  

USCIS  
ATTN: AOS  
1820 E Skyharbor Circle S  
Suite 100  
Phoenix, AZ  85034
If you are living in:

Alabama, Arkansas, Connecticut, Delaware, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Oklahoma, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Tennessee, Texas, Vermont, Virginia, US Virgin Islands, Washington, DC or West Virginia:

Send OPT applications by regular mail or Certified Mail Return Receipt to:

USCIS
PO Box 660867
Dallas, TX  75266

If you want to mail documents by Express Mail or Courier Service, mail to:

USCIS
ATTN: AOS
2501 S State Hwy 121
Business Suite 400
Lewisville, TX  75067

Additional information can be found at [www.uscis.gov](http://www.uscis.gov).

As always, be sure to check the ISSS website ([www.fit.edu/issss](http://www.fit.edu/issss)) for updated information.

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Per immigration rules, your application **MUST BE submitted within 30 days** of its issuance to you from the ISSS Office.