Severe Economic Hardship
Work Authorization Checklist
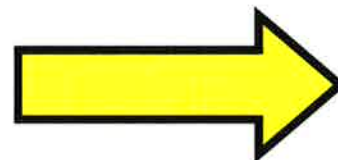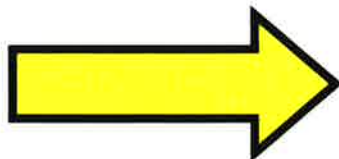
Student Name: _____

Last Name	**First Name**

Mail the following documents, **in this order**, to the U.S. Department of Homeland Security:

1. *Optional:* Form G-1145, e-Notification of Application/Petition Acceptance. This form is used to request an electronic notification when USCIS receives your Economic Hardship application. *This form is not required.*
   Download Form G-1145 here: https://www.uscis.gov/g-1145
2. Check or money order made payable to "US Department of Homeland Security"
3. A strong cover letter explaining your economic hardship, along with any supporting documentation
4. 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
   https://travel.state.gov/content/travel/en/passports/requirements/photos.html
5. Form I-765, fully completed, signed, and dated. The form must be typed (not handwritten).
   Form I-765, its instructions, and the correct filing fee can be found at: https://www.uscis.gov/i-765
6. Photocopy of new I-20 (Economic Hardship request appears on page 2). *Make sure to sign and date your new I-20 before photocopying.* Do NOT send the original copy.
7. Copy of unofficial transcripts
8. Photocopy of your passport statistics page and expiration date (if on a different page)
9. Photocopy of your visa
10. Printed copy of your I-94 arrival/departure record; please print from https://i94.cbp.dhs.gov/I94/#/home
11. The following should only be sent if you have previously obtained work authorization from USCIS:
    - Photocopies of all previous I-20s you have been issued (there is no need to send the instruction page)
    - Photocopy of any previous EAD cards (front and back) if you have had received an EAD card before (previous OPT; economic hardship; special student relief)

Once your packet is assembled *you should make a photocopy of the entire packet for your records.* You should then clip or staple the packet together and mail to USCIS. Be sure you have signed and dated page 1 of your I-20.

> Per immigration rules, you must submit your application within 30 days after your I-20 was signed by the ISSS Office on page 1.

PLEASE SEE REVERSE SIDE FOR IMPORTANT MAILING INSTRUCTIONS.

High Tech with a Human Touch™

	Mail your application to:
FIT students:	**USCIS Dallas Lockbox** For U.S. Postal Service (USPS) Deliveries: USCIS PO Box 660867 Dallas, TX 75266 **OR** For Express mail and courier deliveries: USCIS Attn: AOS 2501 S. State Hwy. 121 Business Suite 400 Lewisville, TX 75067

It is **strongly recommended** that you mail your application documents by **Certified Mail with Return Receipt** with the United States Postal Services (USPS) **or by courier service** (for example, FedEx) to have proof that your application was received.

AFTER APPLYING:

- Once you have received your EAD card, you must submit a copy to the ISSS office. You can either scan and email it to isss@fit.edu, or bring it to the ISSS office and we will scan a copy to your records.

REMINDER: you cannot work until you have received the EAD card and the start date on the card has been reached, and you cannot work after the end date on the EAD date. You must maintain your full-time student status and continue to obey all immigration rules and regulations.

As always, be sure to check the ISSS website for updated information:
https://www.fit.edu/international-student-and-scholar-services/

7/2019