

### **Employment Based on Economic Necessity**

This employment is recommended by the ISSS and authorized by the US Citizenship and Immigration Service (USCIS) and may take between 2 and 3 months. **No job offer is needed for this employment.**

You must have been a full-time F-1 student at Temple for one academic year since you documented sufficient funding for your first year of study. This employment, if granted, will be authorized for one year or until you complete your degree, whichever is shorter.

You will be permitted to engage in employment **part-time** while school is in session (fall and spring semesters) and full-time during summer and winter breaks. If you cease to maintain status by failing to register, your SEVIS record will be terminated and your employment will no longer be legal.

You must prove to USCIS that you have encountered **UNFORESEEN** and **SEVERE** circumstances beyond your control. Some examples are loss of financial aid through no fault on your part, substantial fluctuations in the exchange rate, medical bills not covered by your insurance, and unexpected changes in the financial condition of your financial sponsor.

You must be able to fully document any claims that you make. If you indicate that the exchange rate has drastically changed, find an exchange rate from when you came and compare it to today's exchange rate. Articles from your country's media (newspaper, online, etc.) showing the fluctuation also help.

The following is a list of minimally required documentation. PLEASE DO NOT STAPLE MATERIALS TOGETHER. All of the following materials must be submitted to the ISSS office. The application will be reviewed and you will receive an email when the materials are ready to be picked up. You will then review the materials and mail them to the USCIS:

<ul style="list-style-type: none"> <li>• <a href="#">Form I-765 and fee</a> (Completed by the student, marked with the code "(c) (3) (iii)" at item 16. See: <a href="https://www.uscis.gov/feewaiver">https://www.uscis.gov/feewaiver</a> for information to see if you qualify for a waiver of the application fee)</li> </ul>
<ul style="list-style-type: none"> <li>• Copy of Form I-20 issued with DSO recommendation for economic hardship employment (you will receive this after you submit the other materials listed here to ISSS);</li> </ul>
<ul style="list-style-type: none"> <li>• Copy of all previously issued I-20s from Temple and any other school you attended while in the U.S.;</li> </ul>
<ul style="list-style-type: none"> <li>• Copy of the I-94 (you can find this online here: <a href="https://i94.cbp.dhs.gov/i94/">https://i94.cbp.dhs.gov/i94/</a>)</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Letter from you addressed to the USCIS indicating what has happened. Be sure to document everything that you state in your letter. If your currency has been severely devaluated, provide documentation as to what your currency value was when you started your program and what it is now. If your sponsor passed away, provide a death certificate. The application is entirely done through the mail so you should provide evidence for any statements you make;</b></li> </ul>
<ul style="list-style-type: none"> <li>• Copy of the ID pages from the student's passport, and, for applications for renewal of work authorization, a photocopy of any previously issued EAD;</li> </ul>
<ul style="list-style-type: none"> <li>• Printouts of academic history at Temple and of current registration. These can be from Self-Service Banner in TuPortal and from the IELP office for IELP students;</li> </ul>
<ul style="list-style-type: none"> <li>• Transcripts from any other U.S. school that you have attended;</li> </ul>
<ul style="list-style-type: none"> <li>• 2 photos ( See: <a href="https://travel.state.gov/content/passports/en/passports/photos/photos.html">https://travel.state.gov/content/passports/en/passports/photos/photos.html</a>)</li> </ul>
<ul style="list-style-type: none"> <li>• Academic Advisor Form (see 3<sup>rd</sup> page of this handout)</li> </ul>

After your application is reviewed by an ISSS advisor, you will need to mail all of the above to the USCIS Service Center with jurisdiction over his or her place of residence.

**Sample reasons for employment:**

<b>Reasons</b>	<b>Valid or not?</b>
Lost Assistantship	This is not really a valid reason because it's not unforeseen. The bottom of every award letter indicates that there's no guarantee for renewal.
Brother or sister going to college now	This is also not a valid reason because it's not unforeseen. Your parents sent you to college so it's not unforeseen that they would send their other
Increase in tuition	Unless it's a drastic increase, it's not unforeseen.
Death of financial sponsor	This is a valid reason – provide documentation
Unexpected medical expenses	This is a valid reason – provide documentation – hospital bills, physician notes
Natural disasters (earthquake, hurricane)	This is a valid reason – provide documentation – newspaper articles
Devaluation of currency	This is a valid reason – provide documentation
<i>***The list above are just samples of some possible reasons you'd have an economic need.</i>	

**To Be Completed and Signed By Academic Advisor**

<b>Student's Name:</b>			
<b>TU ID#:</b>		<b>E-mail:</b>	
<b>Field of Study:</b>			
<b>Beginning Date of Current Degree:</b>			
Bachelor's: <input type="checkbox"/> Master's: <input type="checkbox"/> PhD: <input type="checkbox"/> Other: <input type="checkbox"/>			
<b>Expected Completion Date of Program:</b>			
<b>Total # of Credits Needed to Receive Degree:</b>			
<b>Total # of Credits Accumulated to Date:</b>			
<b>Has this student continuously completed a full course of study?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No. <b>If not, please explain why student has fallen below full-time status.</b> Graduate students must complete 9 credits hours per Spring and Fall Semesters— Graduate Students with a Teaching /Research Assistantship may register for and complete a minimum of six (6) credits. Undergraduate students must complete a minimum of 12.			
<b>SPECIFIC DATE of Degree Completion</b> [date student will meet program requirements (i.e. date of last class, defends dissertation, submits thesis, last exam) [Must Be Completed].	<i>(mm/dd/yyyy format)</i>		
<b>Date of Student's Graduation Ceremony:</b>			
<b>Advisor's Name:</b>			
<b>Advisor's Signature:</b>			
<b>Advisor's Email:</b>			
<b>Date:</b>			