

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 1 and 3 months. **No job offer is needed for this employment.**

You must schedule an appointment with an advisor in International Services before submitting the application to the USCIS. Obtain the materials listed in the table below and then call 215 204 7708 to schedule an appointment.

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.

The following is a list of minimally required documentation:

<input type="checkbox"/> Form I-765 and fee Completed by the student, marked with the code "(c)(3)(iii)" at item 16. See This http://www.uscis.gov/feewaiver for information to see if you qualify for a waiver of the application fee.
<input type="checkbox"/> Copy of Form I-20 issued with DSO recommendation for economic hardship employment;
<input type="checkbox"/> 2 photos (See AM § 15.7 "Photo guidelines for visas and immigration benefits");
<input type="checkbox"/> Copy of the student's I-94, front and back;
<input type="checkbox"/> 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 the US\$ - your currency was when you started and what it is now. If your sponsor passed away, bring a death certificate. The application is entirely done through the mail so you should provide evidence for any statements you make.
<input type="checkbox"/> Copy of the ID pages from the student's passport, or, for applications for renewal of work authorization, a photocopy of any previously issued EAD;
<input type="checkbox"/> Mail all of the above to the USCIS Service Center with jurisdiction over his or her place of residence .

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.

Additioanl Documentation could include:

- **OwINET printouts of academic history at Temple**
- OwlNet printouts of current registration
- Transcripts from any other U.S. school that you have attended
- Originals or copies of all Forms I-20 you have received while studying in the United States
- Any Arrival/Departure Records (I-94 card; white card, usually stapled in your passport)
- Passport(s)
- photocopies front and back of any previously issued Employment Authorization Documents
- Personal check or money order for \$340.00 made payable to USCIS. A personal check is preferable because, if necessary, you will be able to determine if it has been cashed.

Reasons	Valid or not?
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 children as well.
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 etc
Natural disasters (earthquake, hurricane)	This is a valid reason – provide documentation – newspaper articles
Devaluation of currency	This is a valid reason – provide documentation
The list above are just samples of some possible reasons you'd have an economic need.	

To Be Completed and Signed By Academic Advisor

This form is not to be completed by the student or by the staff of the Office of International Services

Student's Name:			
TU ID#:		Email:	
Field of Study:			
Beginning Date of Current Degree:			
<input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> PhD <input type="checkbox"/> Other			
Expected Completion Date of Program:			
Total # of Credits Needed to Receive Degree:			
Total # of Credits Accumulated to Date:			
Has this student continuously completed a full course of study? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, please explain why student has fallen below full-time status. 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 credit hours.			
SPECIFIC DATE of Degree Completion [date by student will meet program requirements (i.e. date of last class,	(mm/dd/yyyy)		
Date of Student's Graduation			
Advisor's Name:			
Advisor's Signature:			
Advisor's Email:			
Date:			