

Severe Economic Hardship Application & Mailing Instructions

Please review the I-765 instructions on the [USCIS website](#). Prepare and mail a complete application for F-1 Student Seeking Off-Campus Employment Due to Severe Economic Hardship--(c)(3)(iii) to USCIS.

Preparing Your Application for USCIS

Form I-765 Type information into the form, print, and sign in black ink.

Do not leave any questions blank unless the form specifically says you do not need to answer the question. Otherwise if a question does not apply to you, write “N/A” or “NONE”

- Mark “Initial permission to accept employment” as the reason for completing the form
- Item 1: Enter your full legal name in the applicable boxes. See Part 6 if you require more space to enter your name
 - If you do not have a middle name, write “N/A”
- Items 2-4: Enter other names used
 - If you do not fill up all of these spaces, write “N/A” in any blanks
- Item 5: Utilize an address you will continue to receive mail at for at least 120-150 days
 - Do not use the ISSS office address
 - If you move, update your address with [USCIS Online Change of Address System](#)
 - 5.a: If your name is not on the lease or you do not live at the mailing address you are providing, enter the name of the official person living at this address
- Item 13.a: Enter “Yes” if you have been issued a SSN and include it in 13.b. Enter “No” if you need to apply for a SSN and complete 14-17.b.
- Item 21.a: Enter your complete I-94 number
 - Electronic I-94—Enter the Admission (I-94) Record Number from your [electronic I-94](#)
 - Paper I-94—Enter the complete number found on the upper left corner of your paper I-94 card
- Item 21.c: If you entered your passport number in 21.b, leave 21.c blank.
- Item 22: Enter the date of your last entry to the U.S. This will most likely be the date indicated on your I-94 unless you traveled to Canada, Mexico, or an adjacent island for less than 30 days and did not obtain a new I-94
- Item 23: Enter the city and state where you last passed through U.S. Customs
 - Unless you utilized the automatic visa revalidation program or completed preclearance outside the U.S., it should be the port of entry indicated in your electronic I-94 travel history.
- Item 26: Enter your SEVIS number—it is located on the top of your Form I-20
- Item 27: (c) (3) (iii)
- Part 3, 7.a: Sign (original black ink signature) in the box and date.
- Part 4: Write N/A in all blanks unless you used an interpreter to complete the I-765
- Part 5: Write N/A in all blanks unless someone else prepared your I-765 (e.g. immigration attorney)
- Part 6: Fill out your name

- Application Fee or Fee Waiver** (either include the fee payment or fee waiver)
 - \$410 filing fee
 - Credit Card Payment: Submit the [Form G-1450](#) to authorize a credit card payment (Visa, MasterCard, American Express, Discover). Remember to SIGN this form!
 - Personal Check/Money Order Payment: Make payable to “U.S. Department of Homeland Security”
 - Do NOT abbreviate name to DHS or USDHS; Sign and date the check (month/day/year) on the front of the check (do not sign the back of the check); On the memo line, indicate—I-765 and your I-94 number
 - [I-912 Fee Waiver](#)
 - Review the form instructions, confirm your eligibility and submit with the required evidence
- Two identical color U.S.-style passport photographs taken within the last 30 days**
 - 2” x 2” on plain white or off-white background in accordance with [Department of State photo requirements](#)
You cannot be wearing glasses, hats, or head coverings unless a personal or doctor’s statement is submitted.
 - Do not cut, trim, or otherwise alter the photos.
 - Do not reuse old photos or photos used in passport/visa applications.
 - If USCIS requests new photos, it will delay the I-765 application processing.
 - Gently write your name and I-94 number on the back of each photo in case they are separated from the application.
- Current I-94 Record**
 - Electronic I-94: Download copy from the [Customs and Border Protection I-94 website](#).
 - Paper I-94 Card: Include photocopies of the front and back of your I-94 card
- Clear (color) copy of your valid passport ID page(s) and any renewal, extension, amendment, or correction pages**
- Clear (color) copy of most recent U.S. entry visa or change of status I-797 approval notice** (if applicable)
- Copy of the I-20 ISSS issued for your Severe Economic Hardship Application** (p.2 will have a recommendation for severe economic hardship work authorization)
 - Print the I-20 and sign the I-20 (must be physical, ink signature). Include the signed I-20 your application.
 - Make a copy of the signed I-20 and retain it in your personal files. This is now your current I-20.
- ISSS Support Letter** issued for your Severe Economic Hardship Application
 - Print a copy of the support letter ISSS emailed to you
- Your **letter of explanation and support documentation** of the unforeseen situation and resulting financial hardship.
 - This is the letter and documentation you submitted in the ISSS Severe Economic Hardship I-20 Request Form

Optional: [G-1145, E-Notification of Application/Petition Acceptance](#)

Place this form on the top of your complete application if you would like an email/text message when USCIS accepts your application at the Lockbox

Instructions for Mailing your Application to USCIS

Assemble a [complete application](#):

- [Application Fee Payment](#) or [Form I-912 with Evidence](#)
- [Two, new, identical color passport-size photographs](#) taken in the [past 30 days](#)
- [Form I-765](#) completed and signed in black ink
- [Signed copy](#) of p. 1 and 2 of the [I-20](#) ISSS emailed you for the [Severe Economic Hardship](#) application
 - Confirm that both you and ISSS have signed the document in the attestation sections on p. 1
 - Make a copy of the signed I-20 for your records
- [ISSS support letter](#)
- [Documentation](#) of the [unforeseen situation](#) and resulting [financial hardship](#)
- [Copy](#) of your [current I-94 record](#) printed from OR front and back of your paper I-94 card
- [Color copy](#) of your [valid passport ID page](#) AND [any address, renewal, amendment, correction or extension page](#)
- [Copy](#) of most recent U.S. [F-1 student visa](#) OR [I-797 change of status approval notice](#) indicating [F-1 status](#)
- Optional: [G-1145 E-Notification of Application/Petition Acceptance](#)

Mail your application to the [appropriate USCIS Lockbox](#)

It is your responsibility to mail all of the required Severe Economic Hardship application materials to the U.S. Citizenship and Immigration Services (USCIS) Lockbox or Service Center that processes applications for your eligibility category and place of residence.

- The address is dependent upon the service utilized to mail the application (e.g. U.S. Postal Service vs. private courier- DHL, FedEx, UPS).
- I-765 filing addresses are available the [USCIS website](#)
- It is recommended that you mail your application in a way that provides delivery confirmation.