

**Off-Campus Employment Due to Severe Economic Hardship  
F-1 International Student  
Prairie View A&M University**

**Guidelines for off campus employment due to severe economic hardship**

USCIS makes case-by-case decisions for off-campus employment for students who can show that new, unexpected circumstances beyond their control have created severe economic hardship. These may include the following:

- Loss of financial aid or on-campus employment (if the student is not at fault)
- Large increases in tuition or living costs
- Substantial decrease in the relative value of currency the student depends upon to pay expenses
- Unexpected changes in the financial conditions for a student's sources of financial support
- Unexpectedly large medical bills not covered by insurance
- Other substantial, unexpected expenses

An F-1 student must have remained enrolled for at least one academic year, in status and in good academic standing before USCIS will authorize off-campus employment.

The F-1 student must be unable to get on-campus employment, or the pay from available on-campus employment must be insufficient to meet financial needs.

**Requesting off-campus employment due to severe economic hardship:**

**Student Documents**

- Student letter requesting off campus employment. The letter must describe the nature of the severe economic hardship and what has changed in his/her finances since entering the United States.
- Complete Form I-765. This form can be downloaded at [USCIS.gov](https://uscis.gov).
- Cashier's check, money order or personal check in the amount of \$410.00 – made payable to Department of Homeland Security
- 2 passport style pictures
- Obtain a new I-20 issued by the DSO/International Student Advisor
- Copy of Passport, Visa and I-94 record

Please note the typical turnaround time to receive notification from Homeland Security is 60-90 days. An F-1 may not work off campus while work authorization is pending. If work authorization is granted the F-1 student may only work 20 hours a week while school is in session.

**Mail Documents To: USCIS – Texas Service Center  
P.O. Box 660867  
Dallas, TX 75266**