

Off-Campus Employment authorization is intended to address situations where a financial need beyond the student's control arises. These are situations which were unforeseen at the time the student applied for admission to MTU. It must also be demonstrated that all other current or potential employment opportunities have proven insufficient. To be eligible, the student must have maintained their status and completed one full academic year of course work. If your application is approved, you will be granted one full year of work authorization. If you need more work time, you must reapply to renew this authorization.

There are specific categories for circumstances justifying work authorization for economic hardship. Examples include:

1. Substantial fluctuations in the value of the currency or exchange rate from its present value as compared with when the student originally applied,
2. Extreme increases in tuition and/or living expenses,
3. Unexpected changes in the economic status of the student's financial sponsor,
4. Natural disasters – earthquakes, tsunamis, hurricane,
5. Acts of war or terrorism,
6. Medical bills,
7. Other substantial and unexpected expenses.

### **Checklist**

- Current SEVIS I-20.
- I-765 Form (Go to <http://www.uscis.gov/>).
- I-765 Fee of \$180.
- 2 photos (See sample [www.uscis.gov/graphics/publicaffairs/newrel/04\\_08\\_02\\_release.pdf](http://www.uscis.gov/graphics/publicaffairs/newrel/04_08_02_release.pdf)). Write your name and I-94 card number on the back of the photo with pencil.
- All immigration documents: I-94, valid and unexpired passport and visa.
- Letter from the student to the USCIS Service Center in Nebraska explaining the reasons for the financial hardship. It should include:
  - a description of the unforeseen situation,
  - supporting documentation such as a letter from home stating the change in family circumstances, proof of currency devaluation in the student's home country, or newspaper coverage of a natural disaster,
  - an explanation of why other employment options are unavailable or insufficient. This could include a letter from your current MTU employer or department verifying that campus employment is not enough to meet the financial needs of the student.
- Previous Employment Authorization Documents (EAD cards, if applicable).
- All previous I-20's.

NOTE: It can take 2-3 months to receive employment authorization. The IPS office can not speed up the approval process, so you must be patient.