

# Severe Economic Hardship

## Procedures:

--- **get I-765** from the International Center

--- **write a letter explaining your need, how the change in your financial resources is both unforeseen and beyond your control**

--- **obtain two (2) photos** of yourself taken no earlier than 30 days before application to USCIS. The color photos should be on a plain background; unmounted; printed on thin paper; glossy; and unretouched. The photos should **show a front view of the full face**, as is now used for visa applications. Your head should be bare unless you are wearing a headdress as required by a religious order to which you belong. The photo should be **no larger than 2 x 2 inches**, with the distance from the top of the head to just below the chin **between 1 – 1 3/8 inches**. Lightly print your name and SEVIS ID number on the back of each photo with a pencil.

[**Take these directions with you to the photographer.** If not done correctly, your application will be returned and needlessly delayed.]

{**You may have these pictures taken at the International Center. The fee is \$10 for the 2 photos (cash or check). An appointment is necessary unless done at the same time as your application appointment.**}

--- **complete form I-765**

--- **make an appointment with Dr. Grouling**  
**bring I-765,**

**current SEVIS I-20,**

**passport with visa and I-94,**

**your letter re: your financial situation**

**the 2 photos,**

**and a check for \$180 made out to Department of**

**Homeland Security (DHS)**

--- **submit application to USCIS Regional Service Center**

- get Employment Authorization Document (EAD)**
- take EAD to International Center so copy may be made for your file (or mail a copy if you have moved)**
- begin full-time employment any time AFTER you get your EAD and the starting date on the EAD has arrived**
- inform the International Center of your employer's name and location, as well as any change of address for yourself within 10 days of the change.**

**Note: SEVIS regulations require you to report any changes of address or employer, including termination, to your school within 10 days of the date it happens; otherwise, it is a violation of status.**

**Note: Employment is limited to a maximum of 20 hours per week while school is in session (Fall & Spring terms), but it may be full time when school is NOT in session (in-between terms & Summer)**

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