Application for Off-Campus Employment Due to Economic Hardship

Who Is eligible for Economic Hardship?

- F-1/J-1 visa students who have looked for but have not found employment opportunities on-campus and are in severe economic hardship caused by circumstances beyond student's control that arose after obtaining F-1/J-1 status.
- Students have been on F-1/J-1 status for one academic year in good standing.

Conditions/Limitations

- Student cannot begin employment until he/she receives the Employment Authorization Document from U.S. Citizenship and Immigration Services (USCIS).
- Student must continue to engage in a full course of study during academic year.
- Acceptance of employment should not interfere with the full course of study. Employment will be limited to 20 hours per week while school is in session. Full-time employment is allowed during official school breaks.
- Off-campus employment must end if student transfers to another school.
- If the application is denied, USCIS will indicate the reason for the denial in writing. A denial may not be appealed, although, if the circumstances warrant, a motion to reopen or reconsider with a separate form could be filed.
- Processing time for employment authorization document varies, and student must wait a few months. Authorization is granted in one-year intervals, up to the expected date of completion of studies. Student must reapply to from USCIS each year to renew this work authorization.

Provide the following documents to International Student Services

- Personal statement describing in details the unforeseen hardship situation: Please attach backup documentation as proof of what had happened.
- Completed Form I-765: Enter code (c) (3) (iii) in item 16.
- Two photographs: See Instructions, page 6 on this instruction sheet.
- An itemized list reflecting your current bills
- A copy of your current bank statement
- Proof that on-campus jobs are unavailable: See page 2 of this handout.
- Copies of the following: Form I-94 (front and back), passport biographic data page (the passport must be valid), visa, current I-20/DS-2019, previous employment authorization document (if applicable)

What to send and where

1. Upon review and verification for this benefit, an UTSA international student advisor will generate a new I-20/DS-2019 with recommendation for employment. Student will receive two copies of this I-20/DS-2019 (one for USCIS and one for personal records). Student should sign I-20/DS-2019 before mailing to USCIS.

2. All above listed documents and signed I-20/DS-2019 must be mailed to the following address:

   For US Postal Service deliveries
   
   USCIS Dallas Lockbox
   USCIS, P.O. Box 660867
   Dallas, TX 75266

   For Courier/Express deliveries
   
   USCIS
   Attn: AOS
   2501 S. State Hwy. 121, Business Suite 400
   Lewisville, TX 75067


4. If you do not have a Social Security number (SSN), you can apply for one upon receipt of your Employment Authorization Document. Visit the International Gateway for information on how to apply for an SSN.

Note: Application itself for off-campus employment does not guarantee approval. The decision will be made by the USCIS Adjudication Officer upon review and consideration of your application.
List of employment applications on UTSA campus

Please list five on-campus offices you visited where employment was unavailable.

Department
Contact Person
Telephone Number
Positions available
YES NO Date of application (mm/dd/yy)

Department
Contact Person
Telephone Number
Positions available
YES NO Date of application (mm/dd/yy)

Department
Contact Person
Telephone Number
Positions available
YES NO Date of application (mm/dd/yy)

Department
Contact Person
Telephone Number
Positions available
YES NO Date of application (mm/dd/yy)