

ELIGIBILITY CRITERIA:

- ✓ You have been in F-1 status for one full academic year
- ✓ You are in good academic standing and are taking a full course load
- ✓ Employment will not interfere with your studies
- ✓ You can prove that employment is necessary to avoid severe economic hardship due to unforeseen economic circumstances beyond your control

DOCUMENTS NEEDED:

- \$410 fee (can be paid with personal check, cashier's check, money order, or credit card)
- A letter written by you describing the unforeseen hardship situation
- Proof of hardship (ex: sponsor's bank statement, medical bills, etc.)
- Completed I-765 form– use code (C) (3) (iii) for Part 2. #27
- Copies of all issued I-20s
- Copy of I-94
- Copy of F-1 visa page or I-797A (approval of change of status to F-1)
- Copy of your unofficial MSU transcript
- Two passport style photos

HOW TO APPLY:

1. Schedule an appointment with any OIES advisor and bring the documents previously listed with you to your appointment
2. The advisor will review your documents, send your request to SEVIS electronically and issue a new SEVIS I-20 (the recommendation for employment will be written on page 2 of the new I-20)
3. Send your documents to USCIS You are responsible for mailing your packet to the following address:

FOR U.S. POSTAL SERVICE (USPS):

USCIS
P.O. Box 660867
Dallas, TX 75266

FOR FEDEX, UPS, AND DHL:

USCIS
Attn: NFB AOS 2
501 S. State Hwy. 121
Business Suite 400
Lewisville, TX 75067
