

## Economic Hardship Information and Checklist

### Information

1. Students are eligible to file for economic hardship through United States Citizenship and Immigration Services (USCIS) if they can demonstrate a financial need. The financial need must be based on an immediate hardship that affected the financial sponsorship provided for the I-20 to be issued. Students must demonstrate the hardship was out of their control.
2. The basis of determining an immediate hardship outside the student's control is subjective and is defined solely by USCIS upon review of the student's application.
3. Students must have been in legal status for 1 academic year before filing. 1 academic year is defined as being in legal status throughout a 30 week period of classroom instruction.
4. Students must demonstrate why other employment/financial options are not available or insufficient including on-campus employment, scholarship opportunities, OPT, or internship through CPT.
5. Before filing, the student must receive the permission to proceed by the international office as the international advisor must recommend the request through the I-20.
6. If approved, students can work off-campus in any company 20 hours or less per fall and spring semesters, and full-time during summer and authorized school breaks.
7. If approved, during the fall and spring semesters, students cannot work more than 20 hours per week in all combined employment including on-campus employment, OPT and economic hardship.
  - a. For example, if a student is working 20 hours per week on-campus during the fall semester, the student cannot work in then in a job using the economic hardship work authorization.
8. At all times students must maintain a full-course of study and register in the necessary credit hours required by the US Department of Homeland Security

(Review part 1 in the checklist before continuing). By signing, you agree to the above requirements:

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Name of Student

Signature of Student

Date

### Checklist

All information should be placed in the order as follows:

1. Sign the above section and return it to Andrew Bleignier in the International Education office. It does not get mailed with the other documents. This will be kept only at TTU as evidence you have read the needed information.
2. Provide a check or money order made out to **The US Department of Homeland Security** for the cost of the application.

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- a. Students who face financial difficulty can file a request to waive the application fee by filing form I-912 as the cost of the application fee can be considered extensive.
  - b. Form I-912 can be found at: <http://www.uscis.gov/i-912>
3. Complete form G-1145. This can be found at: <http://www.uscis.gov/sites/default/files/files/form/g-1145.pdf>
  4. Complete form I-765. This can be found at: <http://www.uscis.gov/i-765>
    - a. In item 16, the code is "(c)(3)(iii)".
  5. Provide a letter documenting the circumstances causing the economic need:
    - a. The student can write a statement describing the unforeseen hardship situation and, if possible, should attach backup documentation; for example, a letter from home telling of a change in family circumstances or proof of a currency devaluation in the student's country.
    - b. Student must explain why other employment options are not available or insufficient.
  6. Provide a copy of Form I-20 from Andrew Bleignier issued recommending Economic Hardship.
  7. Provide 2 passport sized photos (see [16.9 Photo guidelines for visas and immigration benefits](#)) - The [instructions to Form I-765](#) state that the photos must have been taken no more than 30 days before filing the form;
    - a. You must print your name in pencil on the back of the photos
    - b. Seal the photos in an envelope and put your full name on the front of the envelope
    - c. You can place the photos in the envelope on top of the application.
  8. Provide a copy of both sides of the I-94, or if your I-94 is electronic, print it from online (do a web search of I-94 to find the appropriate link to print the I-94).
  9. Provide a copy of the biographical page of your passport.
  10. Provide a copy of any other previously used EAD card for employment authorization for economic hardship.
  11. If filing for an extension for economic, provide a copy of the I-20(s) used to support the previous applications.

\*At all times, students are responsible to maintain their own immigration status.

\*The above information is susceptible to change.

\*The above information is not an exhaustive list pertaining to Economic Hardship Information.

\*For additional information, students can visit: <http://www.ice.gov/sevis/index.htm>

\*At all times students are responsible for properly informing the Office of International Education of their immigration status and academic status (as pertaining to immigration matters).