

EAD for Economic Hardship Application Checklist

ISU International Programs Office

When all documents have been collected and all forms completed, call 282-4320 to schedule an Economic Hardship Review. You will meet with an IPO advisor and your application will be processed the next day. **Only completed applications will be accepted for processing!**

Student Name: _____ Student ID: _____ Date: _____

Submit with this checklist **ALL** of the following applicable documents:

- Unofficial Transcript – You can print this from the MyISU web portal.

You will submit to USCIS the following items after your Economic Hardship Review

- USCIS Form **I-765** – This can be downloaded from the USCIS website. Go to www.uscis.gov and click on [Immigration Forms](#).
See directions on reverse side
- USCIS Fee of \$340.00—this must be a money order or certified check (**no cash or personal checks**). Make the check or money order payable to **US Department of Homeland Security**. Be sure your name is on the check so the DHS knows who the money is for.
- 2 Passport Photos. **PLEASE WRITE YOUR I-94 NUMBER ON THE BACK OF EACH PHOTO.**
- COPIES** of all **I-20s previously issued** to you including those from previous schools.
- COPY** of your **new I-20** containing the Economic Hardship recommendation. ****This is created at the time of your Economic Hardship Review****
DO NOT MAIL YOUR ORIGINAL I-20s TO USCIS!
- COPY** of the Picture page, biographical information and expiration date in **PASSPORT**. If you have a new passport and an old passport, please make copies of both the old and new pages.
- COPY** of the current **VISA** page in passport. If you have changed your status since your entry into the U.S., please submit proof of the approval AND the visa you used to enter the U.S.
- COPY** of front AND back of your **I-94 CARD**.
- COPY** of any previous employment authorization cards, (front and back) if applicable, **including the original form that the card was mailed with.**
- A letter to the DHS explaining why you are applying for economic hardship.
- Supporting documentation of the change in your financial situation. This should include your most recent bank documents, bank documents of any sponsors listed on your I-20 and any other documents that verify your economic hardship.

Dates:

- SEVIS requires that you choose EXACT DATES you plan to work. Keep in mind that it could take 3 – 4 months for your application to be approved by USCIS.
Begin Date: _____ End Date: _____
- Estimated Date of Graduation _____

Postal Address for mailing the application for F1 students and J2 dependents:

USCIS
Nebraska Service Center
PO Box 87765
Lincoln, NE 68501-7765

Overnight/Courier Address:
NSC
850 S Street
Lincoln, NE 68508

Instructions for Completing Form I-765

I-765

Do not forget to check the top choice above question number 1!!!!

- #3 – **Use a reliable mailing address** on the I-765. That address is where the DHS will mail your receipt and your card. **DHS mail cannot be forwarded** and will be sent back to DHS if undeliverable.
- #10 – Alien Registration Number (if you have a current EAD, you have an Alien Registration Number) or the I-94 number found on your I-94 card.
- #12 – Date and Place of last entry is indicated on your I-94.
- #16 – (c) (3) (iii) for Economic Hardship.
- #17 – Leave this blank. This section is only used for OPT Extensions.
- Include your telephone number.
- Make sure you *sign and date* the document.