

F-1 STUDENT Part-time Work Off-Campus



International Student & Scholar Institute
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ISSI Form 219 - Part-Time Work Off-Campus for F-1 Students Due to Severe Economic Hardship

WORK OFF-CAMPUS GRANTED DUE TO SEVERE ECONOMIC HARDSHIP

If you have been in the U.S. as an F-1 student for at least eight months or one academic year and you have experienced a sudden change in your financial situation which has led to severe economic hardship due to unforeseen circumstances, you may be eligible to apply to the United States Citizenship & Immigration Services (USCIS) for part-time off-campus employment authorization (up to 20 hours per week while school is in session and full-time during school vacations).

To apply, you will need to make an appointment with an advisor at the ISSI. You will discuss your case with the Advisor. She or he will need to issue a Form I-20 recommending part-time work off-campus due to a documented and current severe economic need if you meet the criteria.

You should bring the following to your appointment:

1. Your passport, I-94, and I-20
2. Completed Form I-765 (available at the ISSI)
3. A letter describing the unforeseen circumstances that require you to seek employment authorization
You should include the following information in your letter describing the unforeseen circumstances that require you to seek part-time off-campus employment authorization:
 - Describe your source of funding and financial situation when you first entered the United States to pursue your studies. Indicate when you began your program (month and year).
 - Discuss in detail the unforeseen circumstances that occurred subsequent to your arrival in the United States. Some of these circumstances may have been beyond your control. Examples may include, but are not limited to the following: a change in your family's or sponsor's financial situation; the unexpected loss of a scholarship or loan; a significant unexpected change in the exchange rate in your country, an unexpected change in the political conditions in your country, a natural disaster, a dramatic increase in costs due to repeated tuition increases, unexpected medical/dental bills that are not covered by your health insurance, etc. Include information regarding your current expected funding, your expected costs, and your expected deficit.
 - If you participate in the Co-op program, you may state this and explain that your earnings are helpful, but that they do not cover all of your needs due to the high cost of tuition and living expenses.
 - State that job opportunities on campus are unavailable or insufficient and/or that expected earnings off campus would be higher, than those from on-campus employment.
 - It would be helpful for you to discuss briefly the importance of obtaining the funds to complete your studies and your plans for returning to your home country following your degree program. You may want to indicate the hardship you would face if you were not able to complete your degree program.
 - Indicate the period of time that is left (years, months, semesters) to complete your current degree program. You may want to include the amount of time you pursued your education without any outside assistance and were solely dependent upon your sponsor or family funds from overseas.
4. Documentation to support the letter describing the unforeseen circumstances
Examples of documentation to support your letter could include, but are not limited to the following:
 - A letter from your family or sponsor describing the unexpected change in their financial situation.
 - Copies of bills from unexpected medical expenses not covered by insurance. If you have on-going medical treatment, medical reports that show you have more medical bills to pay will be helpful.

- Recent newspaper, magazine, reputable journals or internet articles describing the unexpected situation in your home country.
- A letter from your sponsoring agency stating that funding has been discontinued.
- Current information from a newspaper, journals or from the internet demonstrating the change in the exchange rate in your country.

After an International Student Advisor at the ISSI has certified and endorsed your application, you must mail the following documentation to the Vermont Service Center, 75 Lower Welden Street, St. Albans, VT 05479-0001. (Mail your application “Certified, Return Receipt Requested”).

- Form I-765 [#16: (C) (3) (iii)]
- Check or money order for \$340. payable to ‘United States Citizenship and Immigration Services’.
- Photocopy of Form I-94 (front and back)
- Original I-20 recommending part-time off-campus employment and photocopies of any previous Form(s) I-20 (front and back)
- A written statement and supporting evidence of unforeseen economic circumstances
- Photocopies of identity pages of passport indicating expiration date or extension of passport; include a copy of your recent visa stamp. If you applied for a change of status in the U.S and do not have an F-1 visa stamp, include the I-797 Approval Form showing your change of status approval to F-1.
- If applicable: A copy of your last Employment Authorization Document (EAD card) if you had been previously granted part-time work authorization for economic need.
- Two photos (color, less than 30 days old; plain white or off-white background with no shadows; unmounted; on thin paper; glossy; not retouched; showing full-face frontal view showing your natural expression – no smile required; 2 inches by 2 inches with 1/ 1/8 to 1 3/8inches (28mm to 35mm) distance from eyes to the bottom of photo. Print your name on the back of each photo with a pencil.

SOCIAL SECURITY NUMBER

All international students who are authorized for employment must obtain a Social Security Number for tax purposes. Your Northeastern University ID number, which begins with “000” is not a Social Security Number. You will need to apply to the Social Security Administration for a Social Security Number if you do not already have one. There is an informational sheet, *ISSI Form 111- ‘Information on Applying for a Social Security Number for Students in F and J Status’* with instructions on how to go about applying for a Social Security Number which includes directions to local Social Security Administration branch offices. You can download this form at the following link: <http://www.northeastern.edu/issi/immigration/forms.html>

SOCIAL SECURITY, FEDERAL, STATE, AND LOCAL TAXES

In general, F-1 students who have been in the United States less than five years are exempt from Social Security (FICA) taxes. Your earnings are subject to applicable federal, state, and local taxes. Students must file a tax return on or before April 15 each year, which will determine if any of the withheld taxes can be refunded. Be sure to be alert for the postings of dates for the *ISSI Tax Seminar Series*.



Many Cultures. One Northeastern.