

CHICAGO STATE UNIVERSITY

OFFICE OF INTERNATIONAL PROGRAMS

PROCEDURES FOR APPLYING FOR EAD BASED ON ECONOMIC HARDSHIP

The student must do the following:

1. Speak with OIP staff about your situation to determine your eligibility for this benefit;
2. Document the circumstances causing the economic need. You should write a statement describing the unforeseen hardship situation and, if possible, should attach backup documentation; for example, a letter from home telling you of a change in family circumstances or proof of currency devaluation in the student's country;
3. Explain why other employment options are unavailable or insufficient (a simple statement might suffice);
4. Complete Form I-765, Application for Employment Authorization, using the code: "(c) (3) (iii)" at item 16;
5. Add two passport photos;
6. Add a copy of I-94 (front and back);
7. Add copy of ID pages of passport;
8. Add copy of I-20;
9. Add appropriate processing fee in money order, cashier's check or bank draft, payable to "DHS" or "the Department of Homeland Security";
10. Submit all documents (see # 2-9) to OIP staff for review, and
11. Once approved by OIP staff, mail application and supporting documents (see # 2-9) to the appropriate Service Center:

USCIS
NEBRASKA SERVICE CENTER
P.O. BOX 87765
LINCOLN, NE 68501-7765