

## Economic Hardship Application Checklist

(Process may take 3-5 months for approval or denial)

\*\*\*You must have completed 1 academic year or two months before completion of the academic year to apply) Application fee is \$410

Approval of Economic Hardship will allow you to work up to 20 hours a week at an off campus job that doesn't have to be related to your major, can be any job.

1. You must be able to prove that your financial circumstances have changed within that year in order to apply.
2. In order to prove these circumstances, you will need the following: (These are suggestions, Statement from the business office of your account and how much you owe, letter from your sponsor or parent stating why he or she cannot pay any longer, any information or proof showing or stating currency devaluation in your country, (Newspaper articles, magazine articles, etc.) letter from you addressing how working off campus will enable you to make more money than on campus and allow you to stay in school and finish your education, a billing statement of your rent and car payment etc. if you live off campus, a copy of your bank statement for the past three months, a letter from your on campus employer stating why you have been released from your job if you lost your job due to circumstances beyond your control (Example, COVID 19), copy of your transcript, letter from the Director of International Student Services/PDSO stating you are a full time, degree seeking student who has been here for at least a year, that working on campus is either unavailable or insufficient for you, that working off campus would not interfere with your full time studies and that you are in good academic standing, and that employment is necessary to avoid severe economic hardship due to these unforeseen circumstances.
3. Application I-765, request this from Dawn.
4. Form G-1145, request this from Dawn.
5. Copy of your latest I-94, google I-94, select "Get latest", add passport info exactly as it is on your passport, select print.
6. 2, US style passport photos taken within 30 days of applying for Eco. Hardship. You may get these at Walmart or CVS or any place that takes one hour passport photos.
7. Copies of all of your previous I-20's.
8. Cashier's check or money order of \$410.
9. Copies of your passport and Visa
10. Copy of your social security card if you have one
11. When you have all of these items together, please email Dawn Turner, Director of International Student Services or sign up for a conference time.
12. Dawn will issue you an updated I-20 requesting your approval for Economic hardship. You both will sign this and then you can mail the application. She will give you the address.