



Xavier University of Louisiana

1 Drexel Drive, Box 127, New Orleans, LA 70125

Office of International Education

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F-1 Student Request Form for Off-Campus Employment Due to Severe Economic Hardship

According to the U.S. federal regulation – 8 CFR 214.2(f) – an F-1 student will be eligible to apply for employment based on severe economic hardship if:

1. You have been in F-1 status for one full academic year (after fall and spring semesters at Xavier);
2. You are in good standing as a student and are carrying a full course of study;
3. You can demonstrate that acceptance of employment will not interfere with your carrying a full course of study;
4. You can demonstrate that the employment is necessary to avoid severe economic hardships due to unforeseen economic circumstances beyond your control.

In order for the Office of International Education to recommend you for work off-campus, please finish the following form. An employment recommendation based on severe economic hardship will be one year intervals up to the expected date of completion of your current course of study.

Student Information

First Name Middle Name Last Name Date of Birth Xavier 900#

Major Xavier Email No. of F-2 Dependents Telephone

Employment Dates (1 year maximum): Start Date End Date

Student Statement explaining the unforeseen economic hardship circumstances. These circumstances may include loss of financial aid or on-campus employment without fault on the part of you; substantial fluctuations in the value of currency or exchange rate; unexpected changes in your source of support; medical bills; or other substantial and unexpected expenses.

Brief Description of why acceptance of employment will not interfere with your carrying a full course of study, such as your intended working hours that will not be in conflict with both your class time, and your course work (preparation and after class homework, etc.)

Attachments:

When you submit the form, please email or bring the following documents with you so that the International Office can have copies of them:

1. Any supporting documentation, such as proof of no available or insufficient campus employment, an affidavit telling of a change in your family circumstances, proof of currency devaluation in your home country, etc;
2. Your passport photo page;
3. Your current and previous Form I-20s;
4. A print out or electronic copy of Form I-94 (Arrival/Departure Record, which can be accessed via <https://i94.cbp.dhs.gov/I94/#/home>, then click “GET MOST RECENT I-94);
5. Your F-1 visa page or I-797 (Approval of status of change to F-1), if applicable

Notes:

1. USCIS (U.S. Citizenship and Immigration Services) makes case-by-case decisions for off-campus employment for students who can show that new, unexpected circumstances beyond their control have created severe economic hardship.
2. You must file a Form I-765, “Application for Employment Authorization,” and pay a fee to USCIS.
3. You should file within 30 days of the day when International Office endorses Form I-20.
4. If USCIS approves the application, you will receive a Form I-766, “Employment Authorization Document,” (EAD) from USCIS.
5. **Remember:** You can work **ONLY AFTER** you have received the EAD and the employment start date as approved by the EAD has begun.
6. You can only work up to 20 hours when the University is in session. When the University is not in session or during annual break and if you will enroll full-time in the next session, you can work full-time, which is more than 20 hours and typically up to 40 hours per week.

Student Signature

Date

You can type in or digitally sign in the above. By signing this form, you **certify** in the following:

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| <ol style="list-style-type: none">1. I have carefully read all the information and instructions on this form.2. To the best of my knowledge, the information I have provided on this form is accurate.3. I and any F-1 dependents, if applicable, must have Xavier approved health insurance for the duration of my F-1 status.4. I must report any address changes, including U.S. address and permanent foreign address, within 10 days to the International Office. |
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