

Application for Off-Campus Employment Due to Unexpected Economic Hardship

General Information

You are eligible to apply for *OFF-CAMPUS Employment due to Economic Necessity* if you meet the following criteria:

- Possess a valid I-20 issued by Montclair State University
- Registered for a full-time course load (12 credits for undergraduates and 9 credits for graduate students)
- Have been in valid F-1 status for a minimum of one academic year (9 months)
- Have a valid passport
- Can provide proof that there has been a serious change in your financial support since you obtained your F-1 status, and that you must work in order to be able to continue your studies

If employment authorization is approved, you will be authorized to work up to 20 hours per week during classes and full-time during vacations for a one-year period. Extensions can be granted through a duplicate application process.

The entire application process may take up to 3-4 months for approval. **Students may not work until US CIS authorization is received in the form of an EAD (Employment Authorization Document) card.**

Application Procedure

Part One

Complete the following (#1 thru 3) and submit to International Services, Montclair State University, 22 Normal Avenue, Montclair, NJ 07043; 973-655-6862:

1. Form I-765 (signed in **blue** ink)
2. Financial Information Worksheet
3. A letter written by you explaining the unforeseen change in your financial support with *very good* supporting documentation that proves the serious change

Part Two

You will receive an e-mail approximately 1 to 2 weeks later requesting you to come to International Services to pick up your documents that have been reviewed and are ready for you to mail.

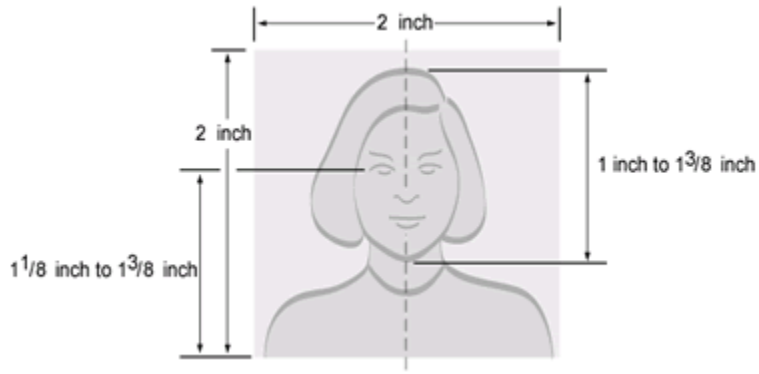
You will be responsible for mailing the following to US CIS. Make copies of all documents to keep in your records before mailing:

- Form I-765 (**send original signed in blue ink**)
- New I-20 with Econ. Hardship recommended on page 3 (**send photocopy**)
- Your letter and all attached documents that prove the unforeseen change in your support (**send photocopies**)
- **Photocopy** of your passport ID page and **photocopy** of your I-94 card
- A check in the amount of \$340.00 payable to **Dept. of Homeland Security**
- **Photocopy** of any previous Employment Authorization Cards (EADs)
- Two color pictures passport style – see photo instructions attached

Mail all of the above by certified, return-receipt-requested mail or by Fedex to: US CIS Vermont Service Center (EAD), 75 Lower Weldon Street, St. Albans, VT 05479

Guidelines for Passport Style Pictures

You will need to submit two color passport style pictures with your OPT application. Make sure the pictures are in color against a plain white background or off-white background. See below examples of good passport style pictures.



Good Picture Composition



Local Photo Studio in Montclair

Photo Cullen
551 Valley Road #A
Montclair, NJ 07043
(973) 746-1234

Financial Information Worksheet

Anticipated educational expenses for _____ months.

Actual Spending:

Tuition and Fees _____
Room and Board _____
Books/Supplies _____
Medical Insurance _____
Transportation _____
Clothing _____
Personal Expenses _____
Other: (list) _____
Total _____

Anticipated Financial Resources:

Parents or Relations _____
School _____
Scholarship _____
Awards _____
Total _____

Total Needed: _____