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 USCIS 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, 1 Normal Avenue, Student Center Annex, room 207, 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 USCIS. 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 $380.00 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:

USCIS Vermont Service Center (EAD)
75 Lower Weldon Street
St. Albans, VT 05479

Tel:973-655-6862|Fax:973-655-7726|email:international.services@montclair.edu|website:www.montclair.edu/international
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 and Supplies: $__________________
Medical Insurance: $__________________
Transportation: $__________________
Clothing: $__________________
Personal Expenses: $__________________
Other: $__________________
Total: $__________________

Anticipated Financial Resources:

Parents or Relations: $__________________
School: $__________________
Scholarship: $__________________
Awards: $__________________
Total: $__________________

Total Needed: $__________________