



## **Economic Hardship Application Checklist**

**You are eligible to apply for employment based on severe economic hardship if:**

- You have been in F-1 status for one full academic year
- You are in good academic standing and are taking a full course load
- Employment will not interfere with your studies
- You can demonstrate that the employment is necessary to avoid severe economic hardship due to unforeseen economic circumstances beyond your control (these circumstances must be after your arrival to NCWU)

### **Quick Facts:**

- This process could take 3-5 months for approval or denial
- Approval allows you to work off campus up to 20 hours a week. (the job does NOT need to be related to your major)
- Approval does not reduce your school bill
- If you do not apply for the fee waiver, you will pay a \$410.00 fee

### **Checklist: (Check each circle before applying)**

- Statement from the business office of your account and how much you owe
- Letter from your sponsor or parent stating why they cannot pay your bill
- Letter from you stating how working off campus will help you to remain a successful student at NCWU
- Letter from International Student Services PDSO/DSO stating you are a full-time student and that employment is necessary
- Your personal bank statement for the past three months
- Copy of your transcript
- Information and proof showing the currency devaluation in your country (online articles, newspaper articles, magazine articles)
- Copy of your most recent I-94 (google "I-94", select "Get most recent" tab, add passport info, print)
- 2 US style passport photos taken *within 30 days* of applying.
- Copies of all I-20s
- Copy of passport and visa
- Updated I-20 (DSO will do this)
- I-765 Application- meet with your DSO to fill this out together
- Fee Waiver form- meet with your DSO to fill this out together

**\*\*Additional checklist items for students who live off campus or have a vehicle:**

- Billing statement for rent
- Billing statement for car payment
- Medical bills
- Any bills that you pay on a regular basis

After you have all of these documents, contact your International advisor to fill out your I-765 and fee waiver forms.