

**LSUHSC INTERNATIONAL SERVICES OFFICE**  
**OFF CAMPUS EMPLOYMENT SEH INSTRUCTIONS**

ALL off campus employment must be adjudicated by USCIS following a SEVIS recommendation on the Student's record.

If USCIS approves the application, an Employment Authorization Document (EAD) will be issued to the student. Off campus employment authorization may not extend past the completion date on the student's Form I-20 and will be granted in one year blocks unless the student's I-20 completion date is earlier.

A student may **NOT** begin off campus employment prior to the start date listed on their EAD or continue past the end date on the EAD unless they have received a new EAD card for continued off campus work authorization.

ALL off campus employment is limited to **20 hours per week** during regular semesters, unless otherwise noted but may be up to 40 hours per week during official school breaks.

ALL off campus employment authorization terminates **automatically** if a student fails to maintain status or **transfers** to another SEVP institution.

**Off Campus Employment due to Severe Economic Hardship**

International Students maintaining lawful F-1 status for **one full academic year** and are in **good academic standing** may be eligible for Off Campus Employment due to Severe Economic Hardship.

The student must:

- Show that severe economic hardship exists due to circumstances that occurred after obtaining F-1 status and are beyond the student's control.
  - Examples include:
    - home country currency devaluation
    - medical bills
    - loss of financial aid that is not the fault of the student
    - substantial and unexpected tuition/fee increases
- Show that other employment options are unavailable or are insufficient to cure current economic hardship (on campus employment, etc.)
- Show that the employment will not interfere with ability to maintain a full time course load

Students who wish to apply for Off Campus Employment (SEH) must do so by filing an application for an I-766 Employment Authorization Document (EAD) as follows:

- 1) Obtain a letter on departmental stationary addressed to Remy Allen, Designated School Official, from your faculty sponsor, advisor or program coordinator, which states:
  - The student is currently in good academic standing
  - The off campus employment will not interfere with full time course load/research
  - Expected date of completion/graduation

Sample language provided as:

Dr./Mr./Mrs./Ms. (Name of Student) is currently in good academic standing in, (Name of Program/Major) at the Louisiana State University Health Sciences Center, School of \_\_\_\_\_ on \_\_\_\_\_ (date) . (Name of Student) is currently enrolled full time and will maintain a full time course/research load during any period of off campus employment, as required. (Name of Student) is currently expected to complete their course of study/program by (Anticipated Date of Graduation)

- 2) Complete Form I-765 (Application for Employment Authorization) in draft form which can be downloaded from the USCIS website under forms ([www.uscis.gov](http://www.uscis.gov)) **Complete Form I-765, Application for Employment Authorization, using the code: (c)(3)(iii) at item 16.**
- 3) Compose a statement explaining the personal/specific circumstances that make off campus employment necessary.
- 4) Obtain two passport photos within 30 days of submission to USCIS. Print your full name, social security number and date of birth on the back of these photos.
- 5) Once the letter, pictures and forms have been completed, contact the International Services Office at (504) 568-4802 to schedule an appointment to process the appropriate application.
- 6) Bring the following items to the scheduled appointment in the International Services Office:
  - Sponsor letter (on departmental stationary)
  - Completed draft form I-765
  - Two photos (name, social security #, date of birth on back)
  - Check or money order payable to: U.S. Department of Homeland Security in the amount of \$380 (fee may change without notice – check USCIS website for current fee)
  - Passport/Visa/I-94
  - Current Form I-20

If the student is eligible for Off Campus Employment SEH, the International Services Office will issue an I-20 with the appropriate recommendation for submission to USCIS with the other required documentation and I-765. Adjudication of the petition may take up to the 90 days, so please be sure to allow enough time to obtain appropriate documentation and schedule an appointment to file in a timely manner.