

# PALM BEACH STATE COLLEGE

## OFFICE OF INTERNATIONAL ADMISSIONS

### OFF-CAMPUS WORK BASED ON ECONOMIC NECESSITY

According to immigration regulations, the following circumstances qualify for unforeseen economic need: loss of financial aid, scholarship, loss of an on-campus job; large increase in tuition or living expenses; unexpected changes in student's financial support; medical bills. To be eligible to apply, students must have been in F-1 status for at least nine (9) months here at Palm Beach State College, be in good academic standing (not on probation), and registered full-time. If a reinstatement was required at the current school, the 9 months counts from the date the reinstatement was granted. If a change of status took place at the current school, the 9 months is counted from the date the F-1 status was approved. The employment must not interfere with the student's full-time status. The application for work authorization is made to U.S. Citizenship and Immigration Services (USCIS). If the application is accepted, USCIS will issue an EAD (Employment Authorization Document) card valid for one year (but not beyond the graduation date). Work is limited to 20 hours per week during the academic year, but may be full time in the summer. There is no restriction on the type of work. Renewals are possible, but the same application procedure must be followed. A transfer student who has an unexpired need-based employment card from another school may **not** use that card for employment while at Palm Beach State College.

### REQUIREMENTS

1. Student must have been in F-1 status and enrolled at Palm Beach State College full time for at least one full academic year (9 consecutive months).
2. Student must be in good academic standing (not on probation).
3. Student must be able to demonstrate unforeseen financial need.
4. Student must be enrolled full-time.
5. Student must have attempted to find a job on campus. If currently working on campus, the student must indicate to USCIS why that job is not sufficient to meet their financial needs, and also that the on-campus job will cease on a certain date.

### PROCEDURE

Student will bring the following documents to the Office of International Admissions and Recruitment:

- The student's Certificate of Eligibility (I-20)

- Student should write a letter to USCIS requesting the work authorization and detailing the reasons why he/she must accept employment off-campus. Include in the letter a list of assets and expenses along with student's budget for the next year.
- Evidence supporting the reasons given in the student's letter.
- Completed I-765 (available in the Office)
- \$ 410.00 Filing Fee** (Money Order or Cashier's Check made payable to USCIS)
- 2 photos (instructions at bottom of this page)
- Copy of passport identity page or visa with photo
- Copy of I-94 (front and back)
- Copy of any previously issued EAD cards
- Copy of the student's transcript
- Copy of the student's Social Security Card (if any)

**Important Notice:** It is the responsibility of the International Admissions Office to review the materials submitted by the student and to review the student's records. It is the student's responsibility to make honest statements in the letter and submit genuine documents. If the documents are fraudulent or if the student makes false statements to USCIS, he/she has committed a criminal offense, which may lead to severe penalties. Any employment authorization based on a fraudulent application is considered illegal employment.

**Instructions for Photograph:** Effective August 2, 2004, USCIS has changed its requirements for photographs to a standard passport-style photograph.

For more information regarding your eligibility, as an international student, to apply to USCIS for off-campus employment based on economic necessity, please contact us.

**PALM BEACH STATE COLLEGE  
OFFICE OF INTERNATIONAL ADMISSIONS  
4200 SOUTH CONGRESS AVE  
LAKE WORTH, FL 33461-4796  
(561) 868-3029 TEL (561) 868-3623 FAX  
[international@palmbeachstate.edu](mailto:international@palmbeachstate.edu)**