

# F-1 Off-Campus Work Authorization Based on Severe Economic Hardship Mailing Instructions

Apply directly to the U.S. Government (USCIS) for an Employment Authorization Document (EAD). *Employment may not begin until the Employment Authorization Document (EAD) is issued by USCIS.* Students living in Kansas should send the following materials fastened together in the order listed below to:

For U.S. Postal Service (USPS) deliveries:

USCIS  
PO Box 21281  
Phoenix, AZ 85036

For Express mail and courier deliveries:

USCIS, Attn: AOS  
1820 E. Skyharbor Circle S, Suite 100  
Phoenix, AZ 85034

1. \$410 application fee; Check or money order made payable to U.S. Department of Homeland Security.
2. 2 photographs, passport style (guidelines below) with name gently printed on the back, without damaging the photo.
  - a. the government recommends placing the photo in a clear plastic 'ziploc' sandwich bag.
  - b. do NOT put a staple through the photo or trim the size of the photo
3. Form G-1145 (optional), typed and printed out
4. Form I-765 typed, printed out and signed (EAD is mailed to the address used on this form)
5. your letter thoroughly explaining your personal financial hardship
6. new I-20 (photocopy), signed by the ISS advisor on pages 1 & 2, AND signed by student on page 1
7. documentary evidence of severe financial hardship
8. your budget
9. printout of electronic I-94 record (<https://i94.cbp.dhs.gov>) or photocopy of front and back of I-94 card
10. copies of passport pages showing expiration date, your photo, name and date of birth

It is also recommended to submit:

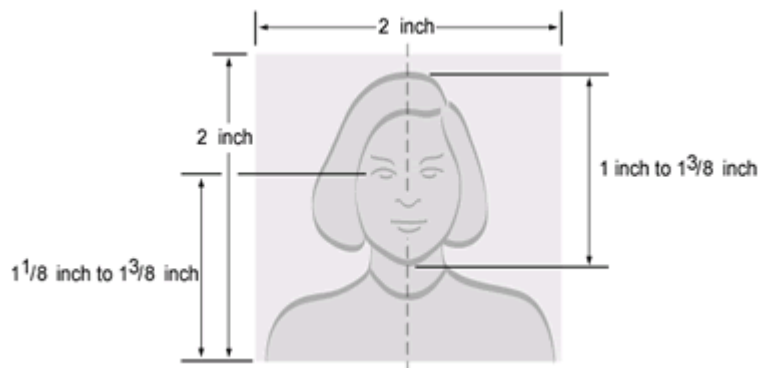
- a) transcripts verifying full-time enrollment
- b) copies of all previously issued EADs

As always, it is recommended that you retain copies of all documents sent to and received from USCIS. Mail the application in a verifiable manner (e.g. certified, return receipt.)

## Photo Guidelines

### Seven Steps to Successful Photos

1. Frame subject with full face, front view, eyes open
2. Make sure photo presents full head from top of hair to bottom of chin; height of head should measure 1 inch to 1 3/8 inch (25 mm to 35mm)
3. Center head within frame (see Figure below)
4. Make sure eye level is between 1 1/8 inch to 1 3/8 inch (28 mm and 35 mm) from bottom of photo
5. Photograph subject against a plain white or off-white background
6. Position subject and lighting so that there are no distracting shadows on the face or background
7. Encourage subject to have natural expression



Reference: 8 CFR 214.2 (f)(9)(ii)

## RECEIVING OPT CARD – NEW PROCESS REQUIRING SIGNATURE AND PHOTO ID

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USCIS is the agency who issues the Employment Authorization Cards. They announced April 30, 2018, they have begun phasing in use of the U.S. Postal Service's (USPS) **Signature Confirmation & Restricted Delivery** services. The first phase will only affect EADs returned as undeliverable, but in the future all EADS will be delivered under this system. They have not announced when delivery will be expanded to all EADs.

As part of the new delivery method, you must present identification to sign for your EAD upon delivery. You also have the option to:

- designate an agent to sign on your behalf by
  - completing the USPS's **PS Form 3801, Standing Delivery Order** (<https://about.usps.com/forms/ps3801.pdf>)
  - OR
  - completing USPS's **PS Form 3801-A, Agreement by a Hotel, Apartment House, or the Like** (<https://about.usps.com/forms/ps3801a.pdf>)

AND

- sign up for **USPS Informed Delivery** (<https://informedelivery.usps.com/box/pages/intro/start.action>) to receive delivery status notifications
- AND/OR
- arrange for pickup at a post office at a convenient date and time by going to the USPS website and selecting "**Hold Mail**" (<https://holdmail.usps.com/holdmail/>). This will stop delivery of all your mail.