



## Directions for Off-Campus Work Authorization (Approval by USCIS required)

To request OFF-CAMPUS work permission:

- a. A copy of your unofficial transcript to confirm your length of study and academic standing;
- b. Complete this form including the budget worksheet.
- c. Write a personal statement to explain the unforeseen circumstances that are beyond your control. Be specific. The statement should include:
  - a. Brief introduction about the funding you had when beginning study;
  - b. How the funding for your studies has changed, including a description of your sponsor's current level or support;
  - c. Your current academic and living expenses and your economic hardship, mentioning loss of financial aid or on-campus employment without fault on the part of the student, substantial fluctuations in the value of currency or exchange rate, inordinate increases in tuition and/or living costs, unexpected changes in the financial condition of the student's source of support, medical bills, or other substantial and unexpected expenses;
  - d. Any other relevant details.
- d. Obtain a letter from your sponsor withdrawing or reducing their support and explaining why this is necessary, and including supporting evidence if applicable;
- e. Complete Form I-765 (can be found at [www.uscis.gov/i-765](http://www.uscis.gov/i-765)) – Eligibility code (c)(3)(iii)
- f. Submit everything listed above in one email to [oiaservices@una.edu](mailto:oiaservices@una.edu) and we will respond to schedule an individual appointment.

**PLEASE NOTE:** For off-campus work authorization, recommendation by OIA is not an approval and does not guarantee USCIS approval. A student cannot begin off-campus employment until they receive approval from USCIS in form of an Employment Authorization Document (EAD).

If a student is unable to document the eligibility criteria, their application may be denied either by OIA or USCIS.

### Part 1: Student Information

Student's Name \_\_\_\_\_

SEVIS Number \_\_\_\_\_ Student ID: \_\_\_\_\_

UNA Email Address: \_\_\_\_\_ US Phone Number: \_\_\_\_\_

Current US Address: \_\_\_\_\_

Do you currently work on-campus? If y

Please describe how you will maintain a full course of study while using off-campus work authorization:

**Part 2: Budget**

In the spaces below, please enter all the requested information as accurately as possible. Your first UNA I-20 may be helpful. Basic expenses for the current academic year are listed on page 3 of this form for your convenience.

<b>When I began first applied as an F-1</b>		<b>Current Circumstances</b>	
<b>EXPENSES per semester</b>		<b>EXPENSES per semester</b>	
Tuition & Fee		Tuition & Fee	
Housing or rent		Housing or rent	
Meal Plan and/or groceries		Meal Plan and/or groceries	
Health Insurance		Health Insurance	
Books & Supplies		Books & Supplies	
Other*		Other*	
TOTAL		TOTAL	
Describe Other*		Describe Other*	
<b>When I began first applied as an F-1</b>		<b>Current Circumstances</b>	
<b>FUNDING per semester</b>		<b>FUNDING per semester</b>	
Personal Funds		Personal Funds	
On-Campus Employment		On-Campus Employment	
Funds from UNA		Funds from UNA	
Other Funding		Other Funding	
TOTAL		TOTAL	

2022-2023 Estimated Expenses\*\* Before Scholarships

UNDERGRADUATE			
	Fall (15 Credits)	Spring (15 Credits)	Annual (9 month)
Tuition (			