

General Information:

This category of employment is only granted if the student has experienced unforeseen financial circumstances beyond their control. This could include unexpected loss of financial aid, loss of a job, fluctuations in the value of the sponsor's currency, or unexpected medical bills. To qualify, the student must have been in F-1 Status at Liberty for at least one year and must be in good academic standing. SEH employment is limited to part time work while school is in session and full-time during official breaks, and does not have to be related to field of study.

Required Documents:

- Completed Application for Employment Authorization (Form I-765).
- Form I-20 with FSA recommendation (and all previous I-20s)
- Copy of Valid passport photo page and Visa page
- Money Order for \$410 made out to the U.S. DHS
- Copy of front and back of Form I-94 (white card usually stapled inside the passport)
- Two photographs (Must meet US CIS Color Photograph Specifications). Quality photos must be less than 30 days old and can be taken at the local CVS, Walgreens or Wal-Mart.
- Previous Employment Authorization Document
- Liberty University transcript from the Registrar's Office
- Student letter explaining the need to work off campus plus supporting documents proving a severe economic hardship caused by unforeseen circumstances beyond the student's control (e.g. medical records, accident report, newspaper articles).

Steps:

1. Your International Student Advisor will verify your eligibility.
2. If approved you will receive a new I-20 with SEH recommendation on page 3.
3. Mail the application packet and fee to USCIS lockbox:
4. The student will receive notice from USCIS at the address indicated on the Form I-765.
5. If approved, the student will be mailed an Employment Authorization Document (EAD)
6. Student's EAD will indicate approved period of work authorization and student's photograph.
7. The student may **not** begin employment until the EAD is received.
8. Bring your card to the International Student Center so we can scan a copy for your file!

Note: Work authorization is valid for one calendar year. A new application with all supporting documents and fee is required to extend this category of employment authorization.

USCIS Fee Waiver.

Students may apply for a fee waiver. However, students who pay the fee are more likely to receive SEH work authorization. If you request a fee waiver and it is denied, they entire application will be mailed back and you must re-submit with the fee included. Check www.USCIS.gov for current guidelines.