PURPOSE

The purpose of this procedure is to provide guidelines for granting authorization for off campus Special Student Relief employment to an F-1 international student.

PROCEDURE

1. If a student has maintained F-1 status for at least nine months and is in good academic standing, he or she is eligible to apply for off campus employment authorization. To apply for off-campus employment authorization under the special student relief program, a student must apply to the INS for an Employment Authorization Document (EAD).

   a. The student must complete the following requirements, and then submit all forms to the Primary Designated School Officer (PDSO):

   - Complete section A of form I-538;
   - Complete Form I-765, Application for Employment Authorization, marked with the code © (3) (iii) at item 16. Next to that code, also write in the phrase “Special Student Relief”;
   - Sign an I-765 signature card;
• Write a check to the order of “INS” in the amount of the fee required for form I-765 (x AM Appendix III);
• Obtain two ADIT style photos (x AM Appendix III);
• Submit his or her original Form I-20 ID to the PDSO (If current Form I-20 ID does not have an INS entry stamp, submit his or her prior I-20 IDs that do show an entry date);
• Gather documentation to show that his or her means of support comes substantially from one of the five designated countries, and of the nature of the severity of the student’s economic necessity. This can be in the form of a letter from the student summarizing the situation, supported by documents such as bank statements.

b. The PDSO must determine that the student qualifies for Special Student Relief, then:

• Complete Section B of the form I-538. Since neither economic necessity nor special student relief are specified on that form, also write in next to the phrase “Check one” at item 9 the words, “Special Student Relief,” and sign the I-538 on the front.
• Complete I-538 comment section. (See page 3-81 of the Federal manual)
• Sign and date the certification before a notary public. This certification must be notarized on the back of Form I-538;
• Record, sign and date the following notation on page 4 of the student’s I-20 ID:
  o “Special Student Relief recommended from [insert the recommended beginning date of employment] until [insert the earlier of the last date of the student’s program or one year from the recommended beginning date of employment].”

2. Any changes to the status of an international student must be processed through the SEVIS database.