



INTERNATIONAL STUDENT SERVICES

Economic Hardship Checklist

ELIGIBILITY: You must have completed 9 months of full-time study prior to applying, and you must be facing a monetary hardship that is beyond your control.

You will need:

- The I-765 application. It is available through our office or our website. Fill it out, sign it and indicate **(c)(3)(iii)** for item #16.
- G-1145, E-Notification of Application/Petition Acceptance
- A photocopy (front and back) of your I-94 card.
- A photocopy of the visa page of your passport.
- A photocopy of the passport picture page.
- \$380 in a check or money order made payable to “Department of Homeland Security”.
- 2 passport photographs. Photo must be placed in a small envelope. Please write your name along the back edge of the photos and on the envelope.
- A cover letter explaining who you are and why you qualify for an economic hardship. You need to explain your situation and what has changed or what has happened to the money you said was available for your expenses when you were issued your I-20.
- Evidence: any documents that can support or prove you’re telling the truth about your situation. The documents you provide could include any personal letters, copies of bills especially hospital or medical bills if medical problems have occurred, death certificates, newspaper articles, etc. A statement of assets and expenses for you or the person who signed an affidavit for you is also helpful.**

1. Make an appointment with International Student Services when you have all the documents ready. You should contact

Mililani Hayselden, International Program Advisor and DSO
Park University Herr House Room 214
mililani.hayselden@park.edu
816-584-6831

2. When you come for your appointment, you will need to drop off your required documents. A new I-20 indicating your request will be issued – which you will sign and a copy of this will be sent with your application.

****NOTE:**

1. The normal processing time is 60-90 days.
2. The authorization will automatically be cancelled if the student fails to maintain status, transfers to another school, changes level of study or is granted a program extension. If any of these situations occur, you will need to come to our office immediately.
3. **RENEWAL:** Students are encouraged to submit the request 90 days prior to the current work permit expiration date.