

Expanded On-Campus Work Authorization: Under standard conditions, an F-1 student is restricted to 20 per week of on-campus work authorization while classes are in session. The student may exceed 20 hours only during school breaks. When authorized by a DSO under SSR, an F-1 student can exceed 20 hours per week for the duration of the authorization period. Authorization is made by a DSO in the Office of International Affairs. Approval by DSO will take 1 to 3 days.

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Request for Special Student Relief Auth.7 (t)1people groups are elig
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the benefits of SSR.

Benefits of SSR

Special Student Relief offers three main benefits to eligible F-1 stud
campus work authorization, and the option of Reduced Course Load

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

To request OFF-CAMPUS work permission and an option to have a reduced course load (RCL):

- a. Complete this form including the budget worksheet.
- b. Gather supporting evidence about the crisis in your country of citizenship. You should gather more than one example. All documentation must be in English, or have an English translation. Examples of supporting evidence include but are not limited to:
 - a. a published article or report from a reputable source about the crisis in your country;
 - b. a published article or report from a reputable source about the decreased value of your country's currency; and/or
 - c. a published article or report from a reputable source describing the crisis that demonstrates how the crisis has negatively affected your sponsor's earning ability or savings;
- c. Obtain a letter from your sponsor withdrawing or reducing their support and explaining why this is necessary;
- d. Write a personal statement to explain the unforeseen change(s) in your financial circumstances which arose as a result of the crisis in your country of citizenship. Be specific. The statement should include:
 - a. Brief introduction about the crisis in your country;
 - b. Your current academic and living expenses and your economic hardship as a result of the crisis;
 - c. How the funding on your I-20 has changed as a result of the crisis, including a description of your sponsor's current level of support;
 - d. Any other relevant details.
- e. Complete Form I-765 (can be found at www.uscis.gov/i-765) – Eligibility code (c)(3)(iii)
- f. Submit everything listed above in one email to 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 that their primary source of financial support comes from the affected country and is not sufficient for their current expenses, their application may be denied either by OIA or USCIS.

Directions for Reduced Course Load (RCL)

Reduced Course Load must be used with On-Campus or Off-Campus Work Authorization. It cannot be used alone as the reason for the RCL is to give more time for work. An RCL can be approved and not be used.

An undergraduate F-1 nonimmigrant student who receives on-campus or off-campus employment authorization must remain registered for a minimum of six semester or quarter hours of instruction per academic term. One course may be online if needed.

A graduate-level F-1 nonimmigrant student who receives on-campus or off-campus employment authorization under this notice must remain registered for a minimum of three semester or quarter hours of in-person instruction per academic term.

This form requests Special Student Relief authorization as made available under federal notices. Please submit this form with suggested evidence and other documents that are relevant to your case.



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Budget Worksheet

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.



