

From: Your full name
Current local address
E-mail:
Tel:

TO: U.S. Citizenship and Immigration Services (USCIS)

Re: I-765 Economic Hardship

Current date:

Dear Sir/Madam,

Paragraph I: Self introduction and purpose of this letter

I am (full name), an F-1 student from ... I am writing to request off-campus employment authorization based on my economic hardship caused by ...

Paragraph II: Explain your situation

I came to the U.S. on (date) (to show you have satisfied one full academic year requirement).

What have you been doing since you came to the U.S.?

Who sponsored you for your studies in the U.S.?

How has your financial situation changed?

Why is this change beyond your control?

What are your financial needs?

Paragraph III:

How are you doing at school? Your grades?

Why will working off-campus not interfere with your carrying a full course load?

Last Paragraph:

I believe I am eligible for off-campus employment authorization due to economic hardship. I would very much appreciate it if you could give favorable consideration to my application.

Sincerely,

Name and Signature