



THE UNIVERSITY OF TEXAS AT DALLAS

International Student Services
 800 W. Campbell Rd., SSB34, Richardson, Texas 75080-3021
 (972) 883-4189 ISSOCurrent@utdallas.edu

Economic Hardship Application & Mailing Instructions

A. Verify the information on your Economic Hardship I-20. Sign and date page 1 of your I-20.

If any of the information is incorrect, request a corrected I-20 prior to mailing.

B. Assemble your Economic Hardship application. Collect the documents listed and put them in the order listed. You can request the ISSO to review your application before sending. It is recommended that you make a copy of your complete application.

Assemble the Economic Hardship application packet in the following order:

- **G-1145**, E-Notification of Application/Petition Acceptance (Optional) (See item #2 below)
- **2 color photographs:** Photos should meet U.S. passport photo requirements. No glasses allowed. Print name and I-94 number on back of pictures.
<https://travel.state.gov/content/travel/en/passports/requirements/photos.html>
- **Check for \$410**, payable to U. S. Department of Homeland Security, I-94 number printed at top. Staple your check midway down the left edge of the I-765.
- **Original I-765 form**
- **Copy of Economic Hardship I-20**, pages 1 and 2. I-20 must be less than 30 days old.
- **Your Letter** explaining the need for Economic Hardship and any additional evidence.
- **Copy of passport ID page** showing picture and expiration date
- **Copy of I-94**, paper copy front and back, or print out from CBP website: cbp.gov/i94. If I-94 information is incorrect contact Deferred Inspection Office: utdallas.edu/isso/files/Deferred-Inspection-Office.pdf
- **Copy of F-1 visa**
- **Copy of former EADs**, front and back, if applicable

Translations: Any document containing a foreign language submitted to USCIS shall be accompanied by a full English language translation, which the translator has certified as complete and accurate, and by the translator's certification that he or she is competent to translate from the foreign language into English.

Copies: Unless specifically required that an original document be filed, an ordinary legible photocopy may be submitted.

C. Mail your application. Please do not attempt to deliver personally. USCIS must receive your application within 30 days of the I-20 issuance date.

If the mailing address you put on the I-765 is in Texas or Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Oklahoma, Tennessee, Vermont, Virginia, U.S. Virgin Islands, or West Virginia

If the mailing address you put on the I-765 is in Alaska, Arizona, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming, Guam, or the Northern Mariana Islands.

For U.S. Postal Service (USPS):

For courier service, FedEx, UPS, and DHL deliveries:

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USCIS
 P.O. Box 660867
 Dallas, TX 75266

USCIS
 Attn: NFB AOS
 2501 S. State Hwy. 121
 Business
 Suite 400
 Lewisville, TX 75067

USCIS
 P.O. Box 21281
 Phoenix, AZ 85036

USCIS
 Attn: NFB AOS
 1820 E. Skyharbor Circle S
 Suite 100
 Phoenix, AZ 85034

Mailing Locations:

- UT Dallas Bookstore & Copy Center
- US Postal Service, see: https://tools.usps.com/go/POLocatorAction_input

Reminders:

- **Keep your receipt notice:** USCIS will mail a receipt notice to the address on the I-765, usually 2-3 weeks after receiving your application. Use the receipt number to speak with USCIS about your application or to get status updates at <http://www.uscis.gov/portal/site/uscis>.
- **If the EAD card is mailed to a personal address, submit a copy of your EAD card to the ISSO at ISSODocuments@utdallas.edu.**

D. Manage your application.

Address Changes. If you have changed your address after filing, you must inform USCIS of your new address. For information on filing a change of address go to the USCIS website at www.uscis.gov or contact the National Customer Service Center at 1-800-375-375-5283.

Processing. Any Form I-765 that is not signed or accompanied by the correct fee will be rejected with a notice that the Form I-765 is deficient. An application is not considered properly filed until accepted by USCIS.

Receipt Notice. USCIS will mail a receipt notice to the address on the I-765, usually 2-3 weeks after receiving the application. You can use the receipt number to speak with USCIS about your application or to get status updates at <http://www.uscis.gov/portal/site/uscis>. **If the Receipt Notice is mailed to a personal address, submit a copy to the ISSO at ISSODocuments@utdallas.edu.**

Initial Processing. Once the application has been accepted it will be checked for completeness. If you do not file the application with the required evidence, USCIS may deny your application

Request for more information. USCIS may request more information or evidence. Carefully follow all instructions and deadlines on the request. Contact ISSO if you need guidance on how to respond.

Decision. USCIS will inform you of the decision regarding your application in writing. If approved, they will send you an Approval Notice and an EAD card. **If the Approval Notice and EAD card are mailed to a personal address, submit a copy to the ISSO at ISSODocuments@utdallas.edu.**