OFF-CAMPUS EMPLOYMENT REQUEST FORM

You can request Off-Campus Employment only when the employment is based on severe economic hardship.

STUDENT NAME

STUDENT ID #  SEVIS I-20 ID #

PHONE #  E-MAIL (Print Clearly)

COMPLETION OF PROGRAM DATE:  DEGREE PROGRAM:  

EMPLOYMENT START DATE:  EMPLOYMENT END DATE:  

DESCRIBE THE TYPE OF EMPLOYMENT YOU WILL BE SEEKING:

CPT

Start Date  End Date  Degree

Start Date  End Date  Degree

OPT

Start Date  End Date  Degree

Start Date  End Date  Degree

OFF CAMPUS

Start Date  End Date  Degree

Start Date  End Date  Degree

DOCUMENT NEEDED TO SUBMIT WITH OFF-CAMPUS EMPLOYMENT REQUEST FORM:

- Letter and supporting documentation describing the unforeseen hardship
- Form I-765 (completed and signed by student)
- $180 check payable to Department of Homeland Security
- 2 color Passport Photos
- Copy of most recent I-94 (both side)/ Passport/ Visa
- All previous I-20
- Previous EAD card (if applicable)

Student Signature  Date

Office Use Only:

Above Student

☐ is in good academic standing
☐ is maintaining a full program of study

Academic Dean’s Name/ Signature  Date

☐ Student is eligible for Off-Campus Employment application.
☐ Student has been F1 status for one full academic year.
☐ Student will complete his/her studies at CalUMS  /  /  

Registrar’s Name/ Signature  Date