

# Economic Hardship CHECKLIST

Name \_\_\_\_\_ Tech Id \_\_\_\_\_

## STUDENT SUBMITS

- \_\_\_\_\_ Unofficial MSU Transcript (full time each term)
- \_\_\_\_\_ Original AND copy of Completed I-765
- \_\_\_\_\_ I-94 Card (both sides)
- \_\_\_\_\_ Copy of Unexpired Passport
- \_\_\_\_\_ Photocopies of previous EAD cards
- \_\_\_\_\_ Copy of any previous I-20s

Optional to submit to Kearney International Center, but student MUST mail with OPT packet to USCIS:

- \_\_\_\_\_ \$340 fee payable to the U.S. CIS
- \_\_\_\_\_ 2 Photos (name & I-94 number written on back)

## KEARNEY INTERNATIONAL CENTER STAFF CHECKS

Student is EH eligible: \_\_\_\_\_ Enrolled full time or RCL      \_\_\_\_\_ No holds      \_\_\_\_\_ Passport date is valid

## KEARNEY INTERNATIONAL CENTER STAFF UPDATES NEW I-20 ON SEVIS DATABASE

- \_\_\_\_\_ Date recommends for EH is ISRS
- \_\_\_\_\_ Kearney International Center prints I-20 and signs #10 on page 1 of the I-20 and signs page 3 of the I-20

## KEARNEY INTERNATIONAL CENTER FRONT DESK PROCESSES

- \_\_\_\_\_ Have student sign and date original I-20
- \_\_\_\_\_ Make a copy of the signed I-20 and file one in the student's file, give original to student

Give students the following items to pick up for the Economic Hardship. Student mails them to USCIS.

- \_\_\_\_\_ Copy of signed I-20 with EH recommendation
  - \_\_\_\_\_ Copy of previous I-20s
  - \_\_\_\_\_ Copy of previous EADs (Employment Authorization Card – looks like SS card)
  - \_\_\_\_\_ Copy of unexpired passport
  - \_\_\_\_\_ Copy of I-94 Front/Back
  - \_\_\_\_\_ Original Photos with name, I-94 number written on back – if we don't have, remind student to mail
  - \_\_\_\_\_ Original Check for \$340(USCIS with I-94 number written in memo)- if we don't have, remind student to mail
  - \_\_\_\_\_ Proof/ documentation of financial difficulty
  - \_\_\_\_\_ Original I-765
- \_\_\_\_\_ Kearney International Center writes on front of folder the Economic Hardship dates. You can find these dates on page 3 of the new I-20

## COMMENTS

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