

Preparing your SSR Application

Please Note: The most up-to-date information on the application process can be found on the USCIS website. *Please note: UNA OIA is able to provide you with general guidance. However, any advice provided to you by our office, as well as the information in this packet, does not constitute legal advice. Additionally, due to the fluid nature of governmental interpretation, the USCIS may change its interpretation of the immigration policies, procedures, regulations, and eligibility requirements for benefits at any time. OIA will do its best to provide you with the most current guidance, but each case is unique and fact-specific. It is advised that you contact an experienced immigration attorney if you have questions regarding your situation. The student bears the ultimate responsibility to submit a complete and accurate application.*

Steps:

1. Download Forms I-765 and G-1145. Fill them out electronically.
2. Get your cashier's check or money order. (See I-765 instructions.)
3. Get your 2 photos – 2" x 2" passport-style. (See I-765 instructions.)
4. Make copies of your I-94, passport, visa, SSN and any previous EADs, if applicable.
5. Send draft of I-765 to oiaservices@una.edu for review.
6. Make an appointment with Sarah Stevens.
7. Come to your appointment with everything listed below, except 11.
8. At appointment, discuss dates and receive I-20 with SSR recommendation. Assemble application packet.
9. Mail application.

Checklist:

1	G-1145 (optional to receive electronic notifications)
2	I-765 (signed in <u>black ink</u>)
3	I-94, most recent
4	Passport, photocopy
5	SS card, photocopy (if applicable)
6	Previous EAD cards, photocopy (if applicable)
7	Evidence the employment is necessary to avoid severe economic hardship
8	Evidence that on-campus employment is not available or is not sufficient to meet the needs that have arisen due to the unforeseen circumstances
9	2-2"x2" passport-style photographs (with your full name and I-94 number written on the back in felt pen)
10	Cashier's check or money order for \$410.00 (payable to US Department of Homeland Security) OR G-1450, Authorization for Credit Card Transactions to pay by credit or debit card OR I-912, Request for Fee Waiver
11	New I-20 with SSR <u>recommendation</u> (You will get this from me at your appointment.)

continued

Mail to:

For U.S. Postal Service (USPS) Deliveries:
USCIS
PO Box 805373
Chicago, IL 60680

Send the application in an envelope which is clearly marked on the front of the envelope, bottom right-hand side, with the phrase "SPECIAL STUDENT RELIEF." Failure to include this notation may result in significant processing delays.

For Express mail and courier deliveries:
USCIS
Attn: I-765 C03
131 South Dearborn - 3rd Floor
Chicago, IL 60603-5517

Send the application in an envelope which is clearly marked on the front of the envelope, bottom right-hand side, with the phrase "SPECIAL STUDENT RELIEF." Failure to include this notation may result in significant processing delays.

Now that your application is ready, it is important to **get it in the mail as soon as possible**. The application must be received by USCIS within 30 days on the date of my recommendation. The clock is ticking!