

Request for Special Student Relief (SSR)

SSR may be authorized for students whose home countries are impacted by **natural disasters, wars and military conflicts**, and **national and international financial crises**. SSR becomes possible when DHS issues a Federal Register Notice.

- Student must be a citizen of a country specified in a Federal Register Notice.
- Have lawfully resided in the U.S. for the dates indicated in the Federal Register Notice.
- Have reported on time to their DSO and have been enrolled at Lewis since the event.
- Are currently maintaining F-1 status as students, not on post-completion practical training.
- **Are experiencing severe economic hardship as a direct result of the emergent circumstances in their country of citizenship.**

Name: _____ Date of Birth (mm/dd/yyyy): _____
 Country of Birth _____ Country of Citizenship _____
 SEVIS Number _____ Lewis ID Number _____

Step 1: Provide information about your circumstances and severe economic hardship regarding your request for Special Student Relief. This information will be included in your application to USCIS.

Step 2. Gather your materials. In your application, you must include the following documentation for USCIS.

- New I-20 with Special Student Relief recommendation (from your DSO).
- Copy of passport photo page
- Copy of U.S. visa from passport
- Copy of most recent I-94 record
- Two passport-style photos
- Certified Check made out to USCIS (\$410) or [Form I-912](#) requesting a fee waiver



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OFFICE OF INTERNATIONAL STUDENT AND GLOBAL SCHOLAR SERVICES

Step 3: I certify that I will maintain the minimum course requirements as outlined in the Federal Register notice for my country/region. _____

(Student Signature and date)

Step 4: [Submit your I-765 application to USCIS.](#)

(c)(3)(iii) - F-1 seeking off-campus employment due to severe economic hardship	U.S. Postal Service (USPS): USCIS Attn: I-765 C03 P.O. Box 805373 Chicago, IL 60680-5374	FedEx, UPS, and DHL deliveries: USCIS Attn: I-765 C03 (Box 805373) 131 South Dearborn - 3rd Floor Chicago, IL 60603-5517
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The ICE notice recommends sending 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." <https://www.uscis.gov/i-765-addresses>. Failure to include this notation may result in significant processing delays.

Step 5: Wait for your authorization from USCIS. Once you receive your authorization, please send a copy of your EAD and approval notice to ISGSS@lewisu.edu. You may then begin to work.

The Following Section Will Be Completed by a DSO:

The student above

- Has good academic standing
- Has citizenship in one of the affected countries/regions per the FR notice
- Is meeting minimum course requirements for the authorized employment per the FR notice
- Is maintaining status
- Needs employment to alleviate severe economic hardship caused by the emergent circumstances.

DSO Initials _____ Date _____

**DSO will note any specific information, as recommended by SEVP, in the Remarks section of the I-20.*

Example: "Approved for more than 20 hours per week of [off-campus/on-campus] employment authorization and reduced course load under the Special Student Relief authorization from the date of the USCIS authorization noted in Form I-766 until [end date of federal register notice/end date of program, whichever is first]."

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LOCATIONS: ROMEOVILLE • OAK BROOK • ALBUQUERQUE, NM