Special Student Relief (SSR) Application Packet Mailing Checklist

This Checklist is for your reference ONLY

Please include the following items in your Economic Hardship application packet:

- **Filing Fee for form I-765**: $410 OR Form I-912 Request for Fee Waiver
  - Payments should be made by check or money order payable to “U.S. Department of Homeland Security” or by credit card using form G-1450 [http://www.uscis.gov/G-1450](http://www.uscis.gov/G-1450). Place your payment ON TOP of your application.

- **2 U.S. Passport-Style photographs** in small envelope
  - Please write your name and A-Number (if any) on back edge of each photo lightly in felt pen or pencil

- **Completed form G-1145** [https://www.uscis.gov/g-1145](https://www.uscis.gov/g-1145)

- **Completed form I-765** [https://www.uscis.gov/i-765](https://www.uscis.gov/i-765)

- **Include evidence (letter) from DSO that certifies you are eligible for Special Student Relief (SSR)**

- **Photocopy of your Special Student Relief (SSR) I-20**
  - (You will need to make a copy of your Special Student Relief (SSR) I-20. DO NOT MAIL THE ORIGINAL.)

- **Photocopy of your Electronic I-94**

- **Photocopy of your Passport Identification Page(s)**
  - Should include your Name, Photograph, Date of Birth, Passport Expiration and/or Renewal dates. (No additional pages required.)

Copies of all previously issued I-20s including OPT and CPT I-20s:

- **Photocopy of all previously issued I-20s.**

- **Photocopy of all previously issued I-20s if you had CPT authorized previously.**
  - (CPT authorization appears on Page 3 of your SEVIS I-20 from CSUN or previous school.)

- **Photocopy of any previously issued I-20 for EAD** (Employment Authorization Document).
  - Examples: OPT I-20 for past degrees, Special Student Relief EAD, Economic Hardship EAD.

- **Photocopy of any previously issued EAD** (Employment Authorization Document).
  - Examples: OPT for past degrees, Special Student Relief EAD, Economic Hardship EAD.

**IMPORTANT REMINDER:**

The Special Student Relief (SSR) application must be received by USCIS within 30 days of the date on which the Foreign Student Advisor issued the Special Student Relief (SSR) I-20.

*IESC does not require ANY fees for the services it provides to international students. No fees, under any circumstances, shall be submitted to IESC.*

**Mailing Instructions:**

On the envelope, be sure to write SPECIAL STUDENT RELIEF.

If mailing documents from the U.S. Post Office, please use Certified Mail Return Receipt and mail to:

USCIS  
PO Box 805373  
Chicago, IL 60680

If mailing documents by Express Mail or Courier Service, please mail to:

USCIS  
Attn: I-765 C03  
131 South Dearborn - 3rd Floor  
Chicago, IL 60603-5517

If you live **outside of California**, you may need to mail your OPT application to a different USCIS Lockbox Facility (different address than the one above). Please refer to the I-765 application instructions at [www.uscis.gov](http://www.uscis.gov).

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