

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 is \$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>. 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>**
- ☐ **Completed form 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.
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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.