



Office of Admissions

Borough of Manhattan Community College  
The City University of New York  
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**INTERNATIONAL STUDENT SERVICES OFFICE  
ADMISSIONS (S-300)  
(212) 220-1265**

**SEVERE ECONOMIC HARDSHIP REQUEST FORM**

Name \_\_\_\_\_ Today's date: \_\_\_\_\_  
(Print) Last First

Local address \_\_\_\_\_

Phone \_\_\_\_\_ BMCC ID # \_\_\_\_\_

Major \_\_\_\_\_ Passport expires: \_\_\_\_\_

**I have been in F- status and have attended school full-time for at least one academic year and I am requesting off-campus employment authorization due to severe financial difficulties caused by the unforeseen circumstances beyond my control which I have explained below and on the reverse side:**

**EXPLANATION OF FINANCIAL CIRCUMSTANCES BEYOND MY CONTROL:**

My financial severe economic difficulties are caused by the circumstances checked off and explained below and on the other side of this sheet:

- Substantial fluctuations in currency or exchange rates
- A \_\_\_\_\_% increase in tuition since I arrived in the U.S. on \_\_\_\_\_ (date)
- A \_\_\_\_\_% increase in living costs since I arrived in the U.S. on \_\_\_\_\_ (date)
- An unexpected change in the financial ability of my sponsor. A sworn affidavit from my sponsor is attached.
- Loss of on-campus employment.
- Other: \_\_\_\_\_

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**WRITE A BUSINESS LETTER**

**On a separate sheet; please explain your Severe Economic Hardship circumstances in the form of a business letter. You need to include your F-1 immigration history and who were your original financial sponsors. Then, you need to describe how your financial support changed and how you are faced with severe unforeseen financial problems.**

**Also, please include an itemized chart of all your personal expenses with current available financial sponsorship, if any.**

Use this as an EXAMPLE: Itemized chart for my annual expenses at BMCC

TUITION AND FEES	\$3,165.70
BOOKS AND SUPPLIES	900.00
TRAVEL TO & FROM SCHOOL	480.00
HOUSING AND UTILITIES	9,000.00
FOOD	700.00
CLOTHING & PERSONAL NECESITIES	<u>754.30</u>
<b>TOTAL</b>	<b>15,000.00</b>

**Current Financial Sponsorship**      —  
(Subtract from **TOTAL**)                      \_\_\_\_\_

**Difference** is what I am trying      ==  
to obtain off campus work permission

**\*\*\*PROOF OF ATTEMPT TO FIND EMPLOYMENT ON-CAMPUS:**

I CERTIFIED THAT I HAVE SOUGHT EMPLOYMENT AT THE BOROUGH OF MANHATTAN COMMUNITY COLLEGE CAMPUS. THIS OPPORTUNITY IS EITHER NOT AVAILABLE INSUFFICIENT AS MY DESIGNATED SCHOOL OFFICIAL HAS CERTIFIED IN MAKING THE RECOMMENDATION FOR HARDSHIP EMPLOYMENT ON MY FORM I-20ID.

**\*\*\*STATEMENT REGARDING MY GOOD ACADEMIC STANDING:**

I AM IN GOOD ACADEMIC STANDING AND MY PERFORMANCE DEMONSTRATES THAT PART-TIME EMPLOYMENT LESS THAN 20 HOURS PER WEEK WILL NOT INTERFERE WITH MY CONTINUING TO CARRY A FULL COURSE OF STUDY AND GETTING GOOD GRADES.

*I swear that all of the information I have provided is true and correct.*

Date: \_\_\_\_\_ Signature \_\_\_\_\_

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