

F-1 EMPLOYMENT FOR AN INTERNSHIP WITH AN INTERNATIONAL ORGANIZATION

Definition and Eligibility

An F-1 student may apply to USCIS for authorization to participate in an offer of employment within an international organization that is recognized under the International Immunities Act. A list of these qualifying organizations is attached. As long as the student is in valid F-1 status there is no waiting period prior to becoming eligible to apply for this type of employment. Employment may be full time and can be authorized in increments of up to one year.

The position does not have to be related to the student's field of study, but the authorization cannot extend beyond the end of the student's academic program. There must first be an official offer of employment from the sponsoring organization in order to apply for the authorization.

This type of employment authorization does not impact the student's eligibility for participation in other types of employment related to F-1 status. However, during the period of employment the student must otherwise continue to maintain status, including continuing to pursue a full course of study.

How to Apply

- (1) Obtain a letter of certification from the international organization on their official letterhead that indicates the employment is within the scope of the organization's sponsorship.
- (2) Complete Form G-1145, if desired (download from <http://www.uscis.gov/files/form/g-1145.pdf>). This form is optional and allows you to provide an email address or cell phone number to receive an email or text message when your application is initially received by the U.S. government.
- (3) Complete Form I-765. This can be downloaded under the "Forms" tab at the USCIS web page <http://www.uscis.gov>. Use the category code (c)(3)(ii) in section number 16 of the form.
- (4) Schedule an appointment with an ISSS advisor. Bring your letter from the international organization, your I-20, passport, I-94, and completed I-765 to your appointment.
- (5) At your appointment the ISSS advisor will review your documents. If everything appears to be in order the advisor will update your SEVIS record with the recommendation for the employment and will issue a new I-20 to you showing the recommendation. Both you and the advisor will need to sign this new I-20.
- (6) Assemble the following application materials to submit to USCIS.
 1. **\$340.00 application fee** in the form of a check or money order made payable to "U.S. Department of Homeland Security".
 2. **2 photographs**, passport style (guidelines on next page) with your name gently printed on the back. Be careful not to damage photos when writing.
 - a. Nebraska Service Center recommends placing the photo in a clear plastic 'ziploc' sandwich bag.
 - b. do NOT put a staple through the photos or trim the size of the photos.
 3. Completed **G-1145** (optional)
 4. Completed **I-765** (receipt and work permit are mailed to the address used on this form)
 5. **Photocopy of the new I-20** signed by the ISSS advisor on p.1 & 3, AND by you on p.1

6. **Letter** from the international organization.
7. Photocopy of your **I-94** and ID pages of your **passport**. If applying for renewal of your authorization also include a copy of the previous work permit.
8. Submit your assembled packet to USCIS. It is recommended that you send it in a manner that verifies delivery (such as certified mail with proof of delivery requested). If using a Kansas address send your application to:

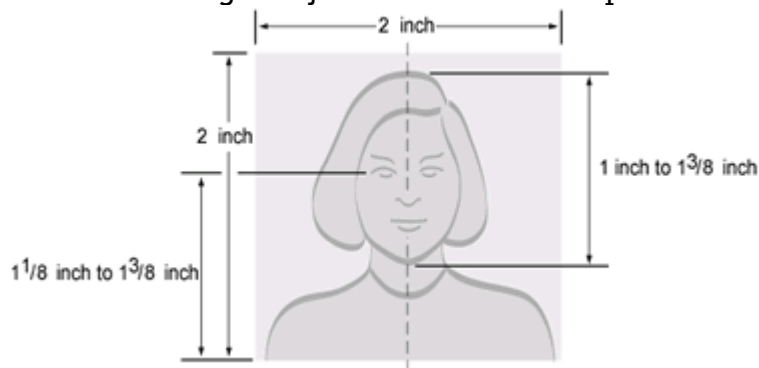
For US Postal Service:
USCIS
PO Box 21281
Phoenix, AZ 85036

For non- Postal Service (FedEx, UPS, etc.):
 USCIS Attn: AOS
 1820 E. Skyharbor Circle S, Suite 100
 Phoenix, AZ 85034

Photo Guidelines

Seven Steps to Successful Photos

1. Frame subject with full face, front view, eyes open
2. Make sure photo presents full head from top of hair to bottom of chin; height of head should measure 1 inch to 1 3/8 inch (25 mm to 35mm)
3. Center head within frame (see Figure below)
4. Make sure eye level is between 1 1/8 inch to 1 3/8 inch (28 mm and 35 mm) from bottom of photo
5. Photograph subject against a plain white or off-white background
6. Position subject and lighting so that there are no distracting shadows on the face or background
7. Encourage subject to have natural expression



Current Processing Times and Online Status Check

Processing Times: <https://egov.uscis.gov/cris/processTimesDisplay.do> Select the appropriate Service Center. Click "Service Center Processing Dates". Note the date of posting. Look for "I-765 /Application for Employment Authorization/Based on a Request by a Qualified F-1 Academic Student [(c)(3)]" The date listed indicates applications received prior to this date should have been processed.

Receipt and Online Application Status Check: <https://egov.uscis.gov/cris/Dashboard.do> Keep the receipt USCIS sends you (may take up to 8 weeks to get it). Enter Receipt Number (LINxx-xx-xxxxx) without hyphens to check on the status of your application. The receipt is NOT your work permit.

Authorization

If approved, your work authorization will come in the form of a card (referred to as an EAD). Do not begin working before you receive the EAD. Also, do not begin working until the start date noted on the card and do not work after the expiration date indicated on the card. You will need to show this card to your employer. Also, please provide a copy of it to the ISSS Office for your file.

Reference: 8 CFR 214.2(f)(9)(iii)