

International Organization Work Authorization Application

Below is a checklist of the items you need to submit to ISSS before you may file an application for severe economic hardship to U.S. Citizenship and Immigration Services (USCIS). ISSS must issue a new Form I-20 indicating a recommendation for severe economic hardship, which you will need before sending your application to USCIS; please allow 2-3 weeks from when a completed application is submitted to issue a new Form I-20. You will be contacted by email when the I-20 is ready and then will be given further instructions. **Issuance of a new Form I -20 recommending employment authorization is not an approval and does not guarantee employment authorization will be approved by USCIS.**

To apply for Employment Authorization you will need to bring the following items to ISSS:

- Completed [Form I-765](#).** It is *strongly recommended* that you TYPE information into the form, check carefully for errors, then print and sign it. If you choose to complete it by hand, print neatly in BLOCK letters using blue ink.
 - For Question #16, enter the code (c)(3)(ii).
- Personal Check or Money Order for **\$380.00**, payable to “**U.S. Department of Homeland Security**.” A personal check is recommended for tracking purposes.
- Two (2) photographs.** These must meet both USCIS and Department of State (DOS) passport color photograph specifications (visit the [Photo Instructions](#) on the DOS website).
 - It is recommended that students write their **full name, date of birth and I-94 number** in pencil or felt pen on the back of each photograph. The photos should be cut by the photo establishment.
- Two photocopies of each of the following:**
 - Form I-94 (I-94 card copied front and back OR I-94 electronic record printed from www.cbp.gov/i94)
 - F-1 visa stamp (OR I-797 Approval Notice from USCIS if applicable)
 - passport personal information page
 - passport validity page showing expiration date, if separate from personal information page
 - previous Employment Authorization Documents (EADs), front and back, if applicable
 - all previously issued Forms I-20
- Obtain written certification from the international organization** on the organization's letterhead that the proposed employment is within the scope of the organization's sponsorship. The letter should also include:
 - Starting and ending dates of employment
 - Location of employment
 - Description of employment