

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 work authorization to U.S. Citizenship and Immigration Services (USCIS). ISSS must issue a new Form I-20 indicating a recommendation for international organization work authorization, 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. If you have general questions regarding your application, please contact your [International Student Advisor](#). A full description of eligibility for work authorization, the application process, and maintenance of F-1 status can be found on the [ISSS website](#).

TO REQUEST A NEW FORM I-20, YOU WILL NEED TO SUBMIT THE FOLLOWING TO ISSS:

- 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, and description of employment

THE FOLLOWING ITEMS SHOULD BE SUBMITTED TO U.S. CITIZENSHIP AND IMMIGRATION SERVICES (USCIS) **AFTER** YOU RECEIVE YOUR NEW FORM I-20:

- COMPLETED [FORM G-1145](#)** (E-Notification of Application/Petition Acceptance).
- COMPLETED [FORM I-765](#)**. ([See Instructions Here](#)).
 - 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 black ink.
 - Complete item #27 with the appropriate code as follows:
 - ∇ For international organization work authorization enter (c)(3)(ii)
- FILING FEE OF \$410.00** ([See USCIS guidelines for paying fees](#)).
 - Option 1: Personal Check or Money Order, payable to "U.S. Department of Homeland Security"
 - Option 2: Credit Card Payment [Form G-1450](#) (check carefully for errors and sign in the appropriate field)
- TWO (2) PHOTOGRAPHS**. These must meet the requirements outlined on page 20 of USCIS's [Instructions for Form I-765](#).
 - 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.
- PHOTOCOPIES OF EACH OF THE FOLLOWING:**
 - Form I-94 (I-94 card copied front and back OR I-94 electronic record printed from <https://i94.cbp.dhs.gov>)
 - F-1 visa stamp (OR I-797 Approval Notice from USCIS if applicable)
 - Passport personal information page(s) and passport validity page showing expiration date
 - All previously issued Forms I-20 (including the newest I-20 recommending OPT)
 - Previous Employment Authorization Documents (EADs), front and back, if applicable

◆◆MAKE A COPY OF YOUR COMPLETE APPLICATION FOR YOUR OWN IMMIGRATION RECORDS BEFORE MAILING IT TO USCIS ◆◆