

## **F-1 INTERNATIONAL ORGANIZATION WORK AUTHORIZATION:**

F-1 students, who have been offered employment with a recognized international organization such as the World Bank, International Monetary Fund, or World Health Organization etc., may apply for a special type of work permission from the U.S. Citizenship and Immigration Services (USCIS) (Please refer to the list of recognized International Organizations, as not all qualify). Students may work part-time (up to 20 hours per week) while school is in session and full-time during annual school vacations, provided that the student is registered for a full course load and will continue his or her studies during the following semester. International organization work authorization does not reduce the amount of curricular or optional practical training one can use. Please note that it can take as long as 90 days to receive work permission from USCIS.

### **Eligibility Requirements:**

- Written job offer from a recognized international organization (see attached list)
  - Job offer letter should include beginning and ending dates of employment, location of employment, and job description
- Good academic standing as a full-time student
- Continued full-time study in a degree program

**Step 1:** Student obtains job offer letter from a recognized international organization.

**Step 2:** Student:

- a) Makes an appointment with an international student advisor by calling (703) 993-2970 and brings completed application with job offer letter, and supporting documentation to the appointment and gets recommendation from international student advisor if supporting documentation is acceptable.

OR

- b) Drops off completed application packet with job offer letter and supporting documentation at the front desk of OIPS for international student advisor recommendation. If the application is dropped off, please allow one week for processing.

**Step 3:** Mail completed application packet to:

**US Citizenship and Immigration Services** *\*Certified mail recommended*  
**Vermont Service Center**  
**75 Lower Welden Street**  
**St. Albans, VT 05479**

Student **must** wait for USCIS approval before beginning work. USCIS will send you a receipt notice within about a month. You can then check on the status of your application through the following website:

<https://egov.immigration.gov/graphics/cris/jsps/index.jsp?textFlag=N> by entering your receipt number beginning with "EAC." When approved, you still must wait until you have the **EAD card in hand** before you may start working.

**Documents Required for International Organization Work Permit:**

- \_\_\_\_\_ Check or money order made payable to **U.S. Citizenship and Immigration Services** in the amount of \$340
- \_\_\_\_\_ Two color photographs with name and date of birth printed on back  
\*Photograph specification instructions included on following page
- \_\_\_\_\_ Form I-765\* (use an address on the form that will be stable for the upcoming 120 days)\* Please note that USCIS will not forward your mail, even if you have filed a mail forwarding request with the US Postal Service.
- \_\_\_\_\_ Written job offer letter from international organization including dates of proposed employment, job description, and location of employment
- \_\_\_\_\_ Copies of all previously issued I-20 forms (pages 3&4 of non-SEVIS forms and 1 & 3 of SEVIS forms.)
- \_\_\_\_\_ Photocopy of identity and expiration page(s) of your passport (passport must be valid)
- \_\_\_\_\_ Photocopy of U.S. visa and I-94 card (white card in passport, make sure pink stamp is clearly visible in copy. )
- \_\_\_\_\_ If applicable, photocopy of any previously issued EAD card and mailer that came with it