



Employment with an International Organization Information & Request

Last modified: March 6, 2009

General Information

Authorization for employment with a qualifying international organization for F-1 students is intended for employment, such as an internship, within the meaning of the International Organization Immunities Act (59 Stat. 669).

Eligibility Requirements

To be eligible for authorization for employment with an international organization, you must:

- currently be maintaining a full-time program of study and in valid F-1 status; and
- have written certification from a recognized international organization on the organization's letterhead that the proposed employment is within the scope of the organization's sponsorship

Please note that students in English language training programs are not eligible for this type of employment. If you are uncertain whether you meet the eligibility requirements, please meet with an ISSS (International Student and Scholar Services) advisor in the Office of International Programs (OIP).

Types of Employment with an International Organization

- Part-time or full-time during the school vacation periods or while school is in session. Students must still maintain a full course load and be making normal progress toward the degree.
- While there is no requirement that work experience be directly related to the student's field of study, such employment offers are usually made to students with a particular academic or practical background.

Reporting Requirements While Employed with an International Organization

Students are required to report to OIP- ISSS any change of name or address.

Filing Window

The employment application should be filed at least 90 days before the proposed employment is to begin.

Selecting Employment Dates

List the dates you actually intend to work. Your start date should be the earliest date that you could possibly begin work. Your end date should be the latest day that you could possibly work.

Duration of employment authorization

Employment authorization will begin on the date requested or the date the employment authorization is adjudicated, whichever is later. There is no limit to the total amount of time granted for this type of employment authorization

Application Process

Step One: Request an I-20 recommending employment with an international organization from OIP-ISSS. You may request an I-20 by seeing an ISSS advisor with the following items:

- I-20 Employment with an International Organization Recommendation and Request (completed by you and your academic advisor)
- Job offer/ written certification from a recognized international organization on the organization's letterhead that the proposed employment is within the scope of the organization's sponsorship
- Copies of your current and previous I-20(s)
- Copies of Passport pages (biographical data, photo, and expiration date)
- Copy of your current I-94 card (front and back)
- Copy of any previous Employment Authorization Document (EAD) card(s) if applicable

NOTE: OIP-ISSS is not responsible for making copies.

After reviewing the material listed above, an ISSS advisor will prepare an I-20 recommending employment with an international organization on Page 3.

Step Two: Pick up the I-20 at the OIP-ISSS reception desk after three business days.

Step Three: Mail the following application to the USCIS Service Center which has jurisdiction over the address listed on Form I-765:

- Completed Form I-765 (<http://www.uscis.gov/files/form/i-765.pdf>) – *type or print legibly.*
 - Enter “c 3 ii” under Item 16
- I-765 Application Fee (<http://www.uscis.gov/files/form/i-765.pdf>), payable to the US Department of Homeland Security
- Job offer/ written certification from a recognized international organization on the organization's letterhead that the proposed employment is within the scope of the organization's sponsorship
- Photocopy of all previous and current I-20s, including a copy of the new I-20
- Photocopy of Form I-94 (front and back)
- Photocopy of passport (biographical data, photo, and expiration date)
- Two U.S. passport-style photos (*lightly print your name on the back of each photo with a pencil*)
- Copy of any previously issued EAD(s)

Check all documents for completeness and accuracy. Be sure to sign Forms I-20 and I-765. Make a complete copy of your application for your records. OIP-ISSS does not maintain copies of employment applications.

The Vermont Service Center has jurisdiction over the following states: *Pennsylvania, Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Puerto Rico, Rhode Island, Vermont, Virgin Islands, Virginia, and West Virginia.* **If the state you put on Form I-765 in item 3 is not in this list, refer to the I-765 instructions under the mailing instructions for F-1 employment applications.**

**US Citizenship and Immigration Services (USCIS)
Vermont Service Center
75 Lower Welden Street
Saint Albans, VT 05479-0001
Phone: 800-375-5283**

We recommend that you mail your application by courier service, such as Federal Express, DHL, or UPS, or by Certified Mail, Return Receipt Requested, so you will have a record of its delivery.

Travel Information

It is prudent to consult an ISSS advisor prior to leaving the United States as immigration regulations can change at any time. Currently the following are required to return to the United States.

- a valid passport
- a valid F-1 visa stamp in your passport (except Canadian citizens)
- your I-20 endorsed for reentry by an ISSS advisor within the last 12 months

Special Notes

- We may shorten your program end date on your I-20 if deemed appropriate.
- If you later decide **not** to mail your application (Form I-765 plus supporting documentation) to USCIS for any reason, you must notify an ISSS advisor immediately so that we may timely cancel your employment recommendation in SEVIS. Failure to inform an ISSS advisor that you are not applying can cause problems in the future.
- Please e-mail (qipadm@pobox.upenn.edu) or fax (215/898-2622) a copy of your EAD card to OIP-ISSS immediately upon receipt.
- While your application is pending, we strongly advise you against trying to change the address listed on Form I-765 as USCIS has not been able to process change of address notifications properly. Changing your address while the application is still pending may result in filing a new application with a new fee. We suggest to use the address of someone who can receive mail on your behalf – remember to put “c/o”, followed by the person’s name and address, on Line 3 of Form I-765. The US Postal Service will not forward USCIS mail.
- If you receive a Request for Evidence (RFE), please consult an ISSS advisor immediately.
- If you find any errors by USCIS on your EAD card, please consult an ISSS advisor immediately.
- Immediately inform OIP-ISSS of any immigration status change.



International Student and Scholar Services

Employment with an International Organization Recommendation & Request

Last modified: March 6, 2009

I. RECOMMENDATION -- TO BE COMPLETED BY ACADEMIC ADVISOR (not by student)

Student's name: _____

Current Major(s): _____ Degree Level: _____

Expected date of completion: _____ (month/day/year)

The above-named student is in good academic standing: Yes No

The student has been making a normal progress towards completion: Yes No

Name of International Organization: _____

Dates of Employment: From: Month _____ Day: _____ Year: _____ To: Month: _____ Day: _____ Year: _____

Number of Hours per Week: _____

Position Title: _____

Name of Advisor/Chair: _____

Signature: _____

Campus Phone #: _____

E-mail: _____

II. REQUEST -- TO BE COMPLETED BY STUDENT

Date of Birth: Month: _____ Day: _____ Year: _____

E-mail: _____

Phone: _____

Statement of Understanding:

- I have thoroughly read and understood the information provided
I have maintained valid F-1 status since I began my study at the University of Pennsylvania.
I understand that I must report to OIP-ISSS (via oipadm@pobox.upenn.edu) any change to my name or address within 10 days.

Signature of Student: _____

Date: _____