



The City University of New York

International Students Office
Division of Student Affairs
Phone: (212) 772-4864

Employment for (F-1) International Students Under The Sponsorship of a Qualifying International Organization

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F-1 International Organization Employment Authorization

What is it?

The F-1 International Organization employment option is a type of employment for F-1 students who have been offered employment or internship with a recognized International Organization.

Criteria?

- Must Be a Full Time Student at Hunter College under lawful F-1 Status
- Must be in F-1 Status at Hunter College for at least one academic year
- You must have been offered a job or internship by a recognized International Organization

Procedure:

- Meet with the International Student Advisor to see whether you are eligible and if they recommend it
- When meeting with your advisor, make sure you have:
 - (1) Your current SEVIS I-20.
 - (2) Copies of your I-94 card & passport page containing your biographical information
 - (3) Job offer or Internship offer letter from the organization and
 - (4) A letter from your departmental advisor stating that you are in good academic standing and his/her recommendation for you to accept this offer.

Mailing checklist

- Send your application to the United States Citizenship and Immigration Services (USCIS). Your packet to USCIS must include the following:
 - A check or money order of \$380 payable to: **U.S. Department of Homeland Security**
 - A completed **form I-765** Application for Employment Authorization <http://www.uscis.gov/files/form/i-765.pdf> fill out a form online and print it. Must sign with **BLUE INK PEN**
 - Form G-1145**, in order to receive an e-notification of application receipt from USCIS
 - Photocopies of your SEVIS I-20(s), I-94 card, passport page containing your biographical information and expiration date and F-1 visa (if applicable)
 - Two passport-style photographs
 - A copy of your job offer letter

Once you have prepared all of the above materials, mail your application to USCIS. For those residing in New York, New Jersey or Connecticut, the addresses are as follow.

Mail the documents to:

*** We strongly recommended using express service via Fed Ex for easier tracking.**

For U.S. Postal Services (USPS) deliveries:

**U.S.C.I.S. Dallas Lockbox (EAD)
P.O. BOX 660867
Dallas, TX 75266**

For Express Via FED EX deliveries:

**U.S.C.I.S.
Attention: AOS
2501 S. State Hwy. 121 Business
Suite 400
Lewisville, TX 75067**

If you would like to mail your documents immediately, there is a post office near Hunter College located on: **E. 70th Street between 2nd and 3rd Avenue**. Please give our staff a copy of your [Employment Authorization Card](#), once you have received it from U.S.C.I.S.

Processing:

USCIS routinely takes up to 90 days to process this type of application. Approval is NOT guaranteed, and you may not begin employment unless you have received written approval from the USCIS. Written approval will come in the form of an Employment Authorization Document (EAD) card.

If approved, you will receive an Employment Authorization Document (EAD) card from the USCIS granting you permission to work off-campus. Note also the following restrictions:

- You may work maximum of 20 hours per week during the school year, full-time (over 20 hours per week) during vacation periods
- You may not start employment until you have received an EAD or before the start date indicated on the EAD. You must stop employment by the EAD expiration date or by the date you finish your studies, whichever is earlier.
- You must remain a full-time student and make full-time progress toward degree completion while working for the international organization
- Time spent working for an international organization does not count against your 12 months of optional practical training.

U.S. Department of State Foreign Affairs Manual Volume 9 - Visas
9 FAM 41.24 Exhibit I Page 1 of 6

9 FAM 41.24 EXHIBIT I

INTERNATIONAL ORGANIZATIONS

(CT:VISA-1129; 12-09-2008)

The following is an alphabetical listing of the international organizations of which the United States is a member and which have been designated by Executive Order pursuant to various treaties or under the International Organizations Immunities Act of December 29, 1945.

African Development Bank
Executive Order 12403 of February 8, 1983.

African Development Fund
Executive Order 11977 of March 14, 1977.

Asian Development Bank
Executive Order No. 11334 of March 7, 1967.

African Union
Executive Order No. 13377 of April 13, 2005.

Border Environmental Cooperation Commission
Executive Order No. 12904 of March 16, 1994.

Caribbean Organization
Executive Order No. 10983 of December 30, 1961.

Commission for Environmental Cooperation
Executive Order No. 12904 of March 16, 1994.

Commission for Labor Cooperation
Executive Order No. 12904 of March 16, 1994.

Commission for the Study of Alternatives to the Panama Canal
Executive Order No. 12567 of October 2, 1986.

Customs Cooperation Council
Executive Order No. 11596 of June 5, 1971.

European Bank for Reconstruction and Development
Executive Order No. 12766 of June 18, 1991.

European Space Agency (formerly the European Space Research
Organization)
Executive Order No. 11318 of Dec. 5, 1966 and
Executive Order No. 12766 of June 18, 1991.

Food and Agriculture Organization
Executive Order No. 9698 of February 19, 1946.

Global Fund
Executive Order No. 13395 of January 13, 2006.

Great Lakes Fishery Commission
Executive Order No. 11059 of October 23, 1962.

GRECO (Council of Europe in Respect of the Group of States Against
Corruption)
Executive Order No. 13240 of December 18, 2001.

Hong Kong Economic and Trade Offices
Executive Order No. 13052 of June 30, 1997.

Inter-American Defense Board
Executive Order No. 10228 of March 26, 1951.

Inter-American Development Bank
Executive Order No. 10873 of April 8, 1960 and
Executive Order No. 11019 of April 27, 1962.

Inter-American Institute for Cooperation for Agriculture
Executive Order No. 9751 of July 11, 1946.

Inter-American Investment Corporation
Executive Order No. 12567 of October 2, 1986.

Inter-American Statistical Institute
Executive Order No. 9751 of July 11, 1946.

Inter-American Tropical Tuna Commission
Executive Order No. 11059 of October 23, 1962.

International Atomic Energy Agency
Executive Order No. 10727 of August 31, 1957.

International Bank for Reconstruction and Development (World Bank)
Executive Order No. 9751 of July 11, 1946.

International Boundary and Water Commission - the United States and Mexico
Executive Order No. 12467 of March 2, 1984.

International Centre for Settlement of Investment Disputes
Executive Order No. 11966 of January 19, 1977.
International Civil Aviation Organization
Executive Order No. 9863 of May 31, 1947.

International Coffee Organization
Executive Order No. 11225 of May 22, 1965.

International Committee of the Red Cross
Executive Order No. 12643 of June 23, 1988.

International Cotton Advisory Committee
Executive Order No. 9911 of December 19, 1947.

International Cotton Institute
Executive Order No. 11283 of May 27, 1966.

International Criminal Police Organization (INTERPOL) (Limited Privileges)
Executive Order No. 12425 of June 16, 1983.

International Development Association
Executive Order No. 11966 of January 19, 1977.

International Development Law Institute
Executive Order No. 12842 of March 29, 1993.

International Fertilizer Development Center
Executive Order No. 11977 of March 14, 1977.

International Finance Corporation
Executive Order No. 10680 of October 2, 1956.

International Food Policy Research Institute (Limited Privileges)
Executive Order No. 12359 of April 22, 1982.

International Fund for Agricultural Development
Executive Order No. 12732 of October 31, 1990.

International Hydrographic Bureau
Executive Order No. 10769 of May 29, 1958.

International Joint Commission - the United States and Canada
Executive Order No. 9972 of June 25, 1948.

International Labor Organization
Executive Order No. 9698 of February 19, 1946.

International Maritime Organization (formerly the Intergovernmental Maritime Consultative Organization)

Executive Order No. 10795 of December 13, 1958.

International Maritime Satellite Organization

Executive Order No. 12238 of September 12, 1980.

International Monetary Fund

Executive Order No. 9751 of July 11, 1946.

International Organization for Migration (Formerly Provisional Intergovernmental Committee for the Movement of Migrants for Europe and Intergovernmental Committee for European Migration.)

Executive Order No. 10335 of March 28, 1952.

International Pacific Halibut Commission

Executive Order No. 11059 of October 23, 1962.

International Secretariat for Volunteer Service

Executive Order No. 11363 of July 20, 1967.

International Telecommunications Satellite Organization (INTELSAT)

Executive Order No. 11718 of May 14, 1973 and

Executive Order No. 11966 of January 19, 1977.

International Telecommunication Union

Executive Order No. 9863 of May 31, 1947.

International Union for Conservation of Nature and Natural Resources (Limited Privileges)

Executive Order No. 12986, January 18, 1966.

International Wheat Advisory Committee (International Wheat Council)

Executive Order No. 9823 of January 24, 1947.

Interparliamentary Union

Executive Order 13097 of August 7, 1998.

Israel-United States Binational Industrial Research and Development Foundation

Executive Order No. 12956 of March 13, 1995.

ITER International Fusion Energy Organization

Executive Order No. 13451 of November 19, 2007.

Korean Peninsula Energy Development Organization

Executive Order No. 12997 of April 1, 1996.

Multilateral Investment Guarantee Agency

Executive Order No. 12467 of August 22, 1988.

Multinational Force and Observers

Executive Order No. 12359 of April 22, 1982.

North American Development Bank

Executive Order No. 12904 of March 16, 1994.

North Pacific Anadromous Fish Commission
Executive Order No. 12895 of January 26, 1994.

North Pacific Marine Science Organization
Executive Order No. 12894 of January 26, 1994.

Organization for American States (including Pan American Union)
Executive Order No. 10533 of June 3, 1954.

Organization for Eastern Caribbean States
Executive Order No. 12669 of February 20, 1989.

Organization for Economic Cooperation and Development (formerly the
Organization for European Economic Cooperation)
Executive Order No. 10133 of June 27, 1950.

Organization for the Prohibition of Chemical Weapons
Executive Order No. 13049 of June 11, 1997

Pacific Salmon Commission
Executive Order No. 12567 of October 2, 1986.

Pan American Health Organization (including Pan American Sanitary Bureau)
Executive Order No. 10864 of February 18, 1960.

South Pacific Commission
Executive Order No. 10086 of November 25, 1949.

United International Bureau for the Protection of Intellectual Property(BIPRI)
Executive Order No. 11484 of September 29, 1969.

United Nations
Executive Order No. 9698 of February 19, 1946.

United Nations Educational, Scientific, and Cultural Organization
Executive Order No. 9863 of May 31, 1947.

United Nations Industrial Development Organization
Executive Order No. 12628 of March 8, 1988.

Universal Postal Union
Executive Order No. 10727 of August 31, 1957.

World Health Organization
Executive Order No. 10025 of December 30, 1948.
World Intellectual Property Organization
Executive Order No. 11866 of June 18, 1975.

World Meteorological Organization
Executive Order No. 10676 of September 1, 1959.

World Tourism Organization
Executive Order No. 125087 of March 22, 1985.

World Trade Organization
Executive Order No. 13042 of April 9, 1997.

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**U.S.C.I.S. Dallas Lockbox (EAD)
P.O. BOX 660867
Dallas, TX 75266**

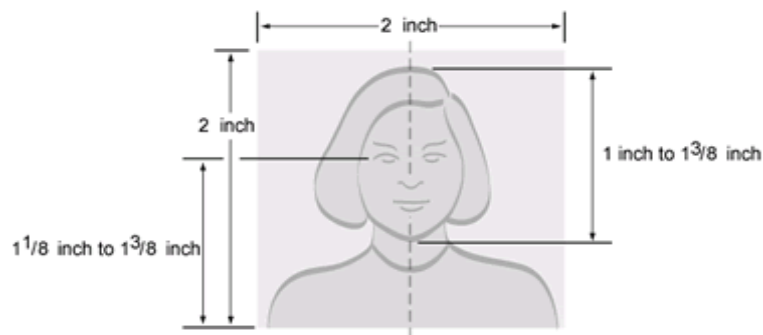
For Express Via FED EX deliveries:

**U.S.C.I.S.
Attention: AOS
2501 S. State Hwy. 121 Business
Suite 400
Lewisville, TX 75067**

Composition Checklist

7 Steps to Successful Photo

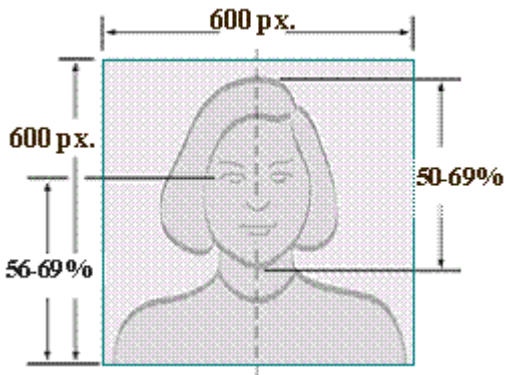
- ☑ Frame subject with **full face, front view, eyes open**
- ☑ Make sure photo presents **full head** from top of hair to bottom of chin; height of head should measure 1 inch to 1-3/8 inches (25 mm to 35 mm)
- ☑ **Center head** within frame (see below)
- ☑ Make sure **eye height** is between 1-1/8 inches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



Well-Composed Photos



Digital Image



Head Size

The **head height** or **facial region size** (measured from the top of the head, including the hair, to the bottom of the chin) must be between 50% and 69% of the image's total height. The **eye height** (measured from the bottom of the image to the level of the eyes) should be between 56% and 69% of the image's height.

Image pixel dimensions must be in a square aspect ratio (meaning the height must be equal to the width). Minimum acceptable dimensions are **600 pixels (width) x 600 pixels (height)**. Maximum acceptable dimensions are **1200 pixels (width) x 1200 pixels (height)**.