



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**

**E-mail: [intlss@hunter.cuny.edu](mailto:intlss@hunter.cuny.edu)**

**Phone: (212) 772-4864**

**Fax: (212) 650-3147**

**Rooms: 1109 & 1133 Hunter East**



# **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 or electronic I-94 record & 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.

## **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.





Dear applicant:

You **MUST** fill out the I-765 form online. Following is the link for the instructions for the I-765 [h https://www.uscis.gov/sites/default/files/files/form/i-765instr.pdf](https://www.uscis.gov/sites/default/files/files/form/i-765instr.pdf)

All you need is access to a computer and a printer to immediately print out a hard copy of the form. Please visit the website below and type in your information and once you are done, print the I-765 form then sign it with a **BLUE INK PEN**.

**\*\*Please pay attention to the *circled areas* in the sample attached\*\***

<https://www.uscis.gov/sites/default/files/files/form/i-765.pdf>

### **Tips for filling out the I-765 form**

#### **I am applying for**

☐ **Permission to accept employment** should be checked.

#### **Items 10 - 11:**

Check "Yes" for both 10 and 11 if you do not have a Social Security Number or if you need a replacement card. Check "No" for both 10 and 11 if you have a Social Security card already.

By answering these questions you will also be applying for a Social Security Number (SSN) with the Social Security Administration (SSA). Your SSN will be issued, and you will receive an SSN card within 2-4 weeks of your OPT application approval. You will not need to submit a separate application for an SSN to the SSA.

#### **Item #14**

The answer can be found on your **I-94** card (the white card stapled inside your passport) or retrieved from [www.cbp.gov/i94](http://www.cbp.gov/i94) if you entered the U.S. after April 2013.

#### **Item # 1**

The answer for it should be **F-1 student**, if your last entry into the U.S. was with an F-1 visa.

#### **Item # 20**

**(c) (3) (B)** Post-completion Optional Practical Training **LOWER CASE c NUMBER 3 and UPPERCASE B**

**(c) (3) (A)** Pre-Completion Optional Practical Training

**(c) (3) (C)** STEM-Science Technology Engineering Mathematics

**(c) (3) (ii)** International Organization

**(c) (3) (iii)** Economic hardship

**You must sign, enter your telephone number and date on the I-765. Failure to do so will cause a delay in receiving your employment card.**

Any USCIS (United States Citizenship and Immigration Services) form fees are subject to change at any time. So, for updated fees of a particular USCIS form or to download a form, please visit <http://uscis.gov>

**Photo standards: 2x2 ONLY**

#### **I-94 replacement**

If you have lost your I-94 and you last entry to the U.S. was prior to April, 30, 2013, you can apply for another by filing out the I-102 form <https://www.uscis.gov/i-102> after April, 30, 2013 get another one online [www.cbp.gov/19494](http://www.cbp.gov/19494)



To access the most updated Form G-1145 search: USCIS G-1145.pdf and click on the first result or you can go to [www.uscis.gov](http://www.uscis.gov) click on the "Forms" tab and scroll down to Form G-1145. Complete the form and print it out.



## e-Notification of Application/Petition Acceptance

Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
Form G-1145

### What Is the Purpose of This Form?

Use this form to request an electronic notification (e-Notification) when U.S. Citizenship and Immigration Services accepts your immigration application. This service is available for applications filed at a USCIS Lockbox facility.

### General Information

Complete the information below and clip this form to the first page of your application package. You will receive one e-mail and/or text message for each form you are filing.

We will send the e-Notification within 24 hours after we accept your application. Domestic customers will receive an e-mail and/or text message; overseas customers will only receive an e-mail. Unrecoverable e-Notifications cannot be resent.

The e-mail or text message will display your receipt number and tell you how to get updated case status information. It will not include any personal information. The e-Notification does not grant any type of status or benefit; rather it is provided as a convenience to customers.

USCIS will also mail you a receipt notice (I-797C), which you will receive within 10 days after your application has been accepted; use this notice as proof of your pending application or petition.

### USCIS Privacy Act Statement

**AUTHORITIES:** The information requested on this form is collected pursuant to section 103(a) of the Immigration and Nationality Act, as amended INA section 101, et seq.

**PURPOSE:** The primary purpose for providing the information on this form is to request an electronic notification when USCIS accepts immigration form. The information you provide will be used to send you a text and/or email message.

**DISCLOSURE:** The information you provide is voluntary. However, failure to provide the requested information may prevent USCIS from providing you a text and/or email message receipting your immigration form.

**ROUTINE USES:** The information provided on this form will be used by and disclosed to DHS personnel and contractors in accordance with approved routine uses, as described in the associated published system of records notices [[DHS/USCIS-007 - Benefits Information System and DHS/USCIS-001 - Alien File \(A-File\) and Central Index System \(CIS\)](#)], which can be found at [www.dhs.gov/privacy](http://www.dhs.gov/privacy). The information may also be made available, as appropriate for law enforcement purposes or in the interest of national security.


Complete this form and clip it on top of the first page of your immigration form(s).

Applicant/Petitioner Full Last Name	Applicant/Petitioner Full First Name	Applicant/Petitioner Full Middle Name
Email Address		Mobile Phone Number (Text Message)



To access Form I-765 search: USCIS I 765.pdf and click on the first result or you can go to [www.uscis.gov](http://www.uscis.gov) click on the "Forms" tab and scroll down to Form I-765. Complete the form and print it out then sign it using a **blue ink** pen.

## Sample Form I-765: Optional Practical Training

	<b>Application For Employment Authorization</b> <b>Department of Homeland Security</b> <b>U.S. Citizenship and Immigration Services</b>	<b>USCIS</b> <b>Form I-765</b> <small>OMB No. 1615-0040</small> <small>Expires 02/28/2018</small>	
<b>For USCIS Use Only</b>	<b>Fee Stamp</b>	<b>Action Block</b>	<b>Initial Receipt</b> <b>Resubmitted</b>
		<b>Relocated</b> <b>Received</b> <b>Sent</b>	
		<b>Completed</b> <b>Approved</b> <b>Denied</b>	
<input type="checkbox"/> Application Approved <input type="checkbox"/> Authorization/Extension Valid From _____ <input type="checkbox"/> Authorization/Extension Valid To _____ Subject to the following conditions: _____		<input type="checkbox"/> Application Denied - Failed to establish: <input type="checkbox"/> Eligibility under 8 CFR 274a.12 (a) _____ <input type="checkbox"/> Economic necessity under 8 CFR 274a.12(c)(14), (18) and 8 CFR 214.2(f) _____ <input type="checkbox"/> Applicant is filing under section 274a.12 _____	

► **START HERE - Type or print in black ink.**

I am applying for:

☒ Permission to accept employment.

☐ Replacement (of lost employment authorization document).

☐ Renewal of my permission to accept employment (attach a copy of your previous employment authorization document).

7. Gender ☒ Male ☐ Female

8. Marital Status

☒ Single ☐ Married ☐ Divorced ☐ Widowed

9.a. Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?

☐ Yes ☒ No

NOTE: If you answered "Yes" to Item Number 9.a., provide the information requested in Item Number 9.b.

9.b. Provide your Social Security number (SSN) (if known)

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10. Do you want the SSA to issue you a Social Security card? (You must also answer "Yes" to Item Number 11., Consent for Disclosure, to receive a card.)

☒ Yes ☐ No

NOTE: If you answered "No" to Item Number 10., skip to Item Number 14. If you answered "Yes" to Item Number 10., you must also answer "Yes" to Item Number 11.

11. Consent for Disclosure: I authorize disclosure of information from this application to the SSA as required for the purpose of assigning me an SSN and issuing me a Social Security card.

☒ Yes ☐ No

NOTE: If you answered "Yes" to Item Numbers 10. - 11., provide the information requested in Item Numbers 12.a. - 13.b.

Father's Name

12.a. Family Name (Last Name)

Doe

12.b. Given Name (First Name)

John

1. Full Name

Family Name	First Name	Middle Name
DOE	Junior	

2. Other Names Used (include Maiden Name)

Family Name	First Name	Middle Name

3. U.S. Mailing Address

Street Number and Name	Apt. Number
695 Park Avenue	3B
Town or City	State ZIP Code
New York	NY 10065

(USPS ZIP Code Lookup)

4. Country of Citizenship or Nationality

France

5. Place of Birth

Town or City	State/Province	Country
Toulouse		France

6. Date of Birth (mm/dd/yyyy)

02/02/1994

Check only one

The address that you would like your EAD card to be sent.

To be sure that you are using the most current form I-765, download it from USCIS website [www.uscis.gov](http://www.uscis.gov)



Mother's Name (Provide your mother's birth name.)

13.a. Family Name  
(Last Name)

Doe

13.b. Given Name  
(First Name)

Jane

14. Alien Registration Number (A-Number) or Form I-94 Number (if any)

15. Have you ever before applied for employment authorization from USCIS?

☐ Yes (Complete the following questions.)

Which USCIS Office?

Dates

Results (Granted or Denied - attach all documentation)

☒ No (Proceed to Item Number 16.)

16. Date of Your Last Arrival or Entry Into the U.S., On or About (mm/dd/yyyy)

08/20/2017

17. Place of Your Last Arrival or Entry Into the U.S.

JFK New York

18. Status at Last Entry (B-2 Visitor, F-1 Student, No Lawful Status, etc.)

F1 Student

19. Current Immigration Status (Visitor, Student, etc.)

Student

20. Eligibility Category. Go to the Who May File Form I-765? section of the Instructions. In the space below, place the letter and number of the eligibility category you selected from the instructions. For example, (a)(8), (c)(17)(iii), etc.

( c ) ( 3 ) ( ii )

21. (c)(3)(C) Eligibility Category. If you entered the eligibility category (c)(3)(C) in Item Number 20. above, list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number in the space below.

Degree

Employer's Name as listed in E-Verify

Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number

22. (c)(26) Eligibility Category. If you entered the eligibility category (c)(26) in Item Number 20. above, please provide the receipt number of your H-1B principal spouse's most recent Form I-797 Notice of Approval for Form I-129.

23. (c)(35) and (c)(36) Eligibility Category

a. If you entered the eligibility category (c)(35) or (c)(36) in Item Number 20. above, please provide the receipt number of the Form I-140 beneficiary's Form I-797 Notice of Approval for Form I-140.

b. Have you EVER been arrested for and/or convicted of any crime? ☐ Yes ☒ No

NOTE: If you answered "Yes" to Item Number 23.b., refer to Item Number 5., Item H. or Item I. in the Who May File Form I-765 section of these Instructions for information about providing court dispositions.

Certification

I declare, under penalty of perjury, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the Who May File Form I-765 section of the Instructions and have identified the appropriate eligibility category in Item Number 20.

Applicant's Signature

Date of Signature (mm/dd/yyyy)

03/29/2018

Telephone Number

2127724864

Signature of Person Preparing Form, If Other Than Applicant

I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.

Preparer's Signature

Date of Signature (mm/dd/yyyy)

Printed Name

Address

Sign here using blue ink pen after printing



**The Best Company, LLC**  
875 East River Ends Now Lane  
New City, NY 19900-1105

**SAMPLE OF EMPLOYMENT OFFER LETTER**

Date: \_\_\_\_\_

TO: HC International Student Office  
Hunter East, Room 1109

As requested by the college, this letter is to inform you that The Best Company, LLC is offering an internship position/employment to Mr./Ms. \_\_\_\_\_. The internship/employment being offered begins on \_\_\_\_\_ until \_\_\_\_\_. Below is additional information about our company and the position.

**Company Name:** The Best Company LLC  
**Location of employment:** 875 East River Ends Now Lane  
New City, NY 1990-1105

**Number of hours per week:** 20

**Sample of Job Title/Position:** Inventory Coordinator

**Sample Job Description/Duties:** Student will assist in the recording....., using Excel and..... will be responsible for.....

If you have any questions, please contact me.

Sincerely,

\_\_\_\_\_  
**Authorized Company Signature**



**SAMPLE LETTER FROM DEPARTMENTAL ADVISOR**

**S**

To Whom It May Concern:

**A**

This is to certify that Mr. /Ms\_\_\_\_\_ have been continuously enrolled as a Full-Time Undergraduate ☐B.A. ☐B.S. ☐M.S. ☐Ph.D. Student in the department of \_\_\_\_\_ since \_\_\_\_\_ Semester 20 \_\_\_\_.

**M**

She/he has completed (or will complete) all course requirements for the ☐B.A.☐B.S.☐M.S.☐Ph.D. degree in \_\_\_\_\_ on \_\_\_\_\_ (month, day, year).

I would recommend, therefore, that Mr. /Ms\_\_\_\_\_ be allowed to pursue his/her Optional Practical Training in the United States.

**P**

Sincerely,

Name:

Title:

**L**

**E**

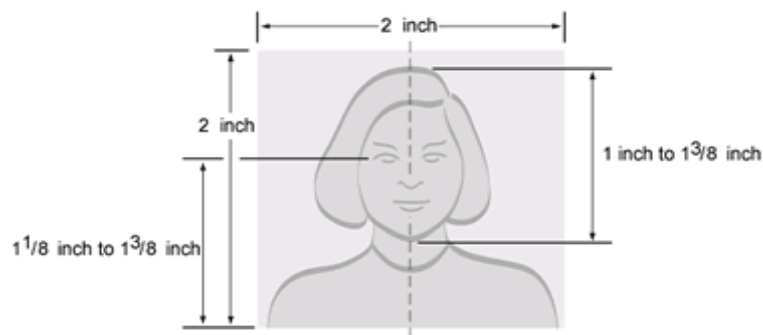


## **Composition Checklist**

### 7 Steps to Successful Photo

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- ✓ 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**

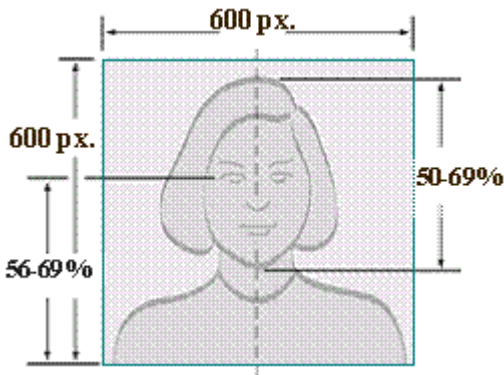
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## Digital Image

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### Head Size

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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) × 600 pixels (height)**. Maximum acceptable dimensions are **1200 pixels (width) × 1200 pixels (height)**.



# Sample passport



# Sample I-94



U.S. Customs and Border Protection

Securing America's Borders

Get I-94 Information

I-94 FAQ

Most Recent I-94

Admission (I-94) Record Number: [REDACTED]

Most Recent Date of Entry: [REDACTED]

Class of Admission: F1

Admit Until Date:

Details provided on the I-94 Information form:

Last/Surname: [REDACTED]

First (Given) Name: [REDACTED]

Birth Date: [REDACTED]

Passport Number: [REDACTED]

Country of Issuance: [REDACTED]

Print

Get Travel History

CMB No. 1651-0111


Expiration Date: 05/31/2015

Departure Number OMB No. 1651-0111

0000000000 00

\_\_\_\_\_

**I-94**  
**Departure Record**



14. Family Name														
S T U D E N T														
15. First (Given) Name												16. Birth Date (Day/Mo/Yr)		
I M A												0 1 0 1 7 0		
17. Country of Citizenship														
A N Y C O U N T R Y														

CBP Form I-94 (10/04)

See Other Side
STAPLE HERE



## **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.



## International Employment Mailing Checklist

<input type="checkbox"/>	<b>G-1145 form</b>	Fill out a form online and print it. <a href="https://www.uscis.gov/files/form/g-1145.pdf">https://www.uscis.gov/files/form/g-1145.pdf</a> Complete this form and clip it on top of the first page of your form(s)
<input type="checkbox"/>	<b>I-765 form</b>	Fill out the form online and print it. <a href="https://www.uscis.gov/files/form/i-765.pdf">https://www.uscis.gov/files/form/i-765.pdf</a> Sign form with a <b>BLUE INK PEN</b> .
<input type="checkbox"/>	<b>I-20 form</b>	Photocopy of I-20 form endorsed (will be given on the day that you apply for the International Employment in our office)
<input type="checkbox"/>	<b>Previous I-20s</b>	Photocopies of ALL previous I-20s, <b>not only</b> Hunter College. <b>Please make sure you copy all of the pages of your I-20s except for the instruction sheet page.</b> <b>* If any I-20s are MISSING, a letter must be written explaining the reason.</b>
<input type="checkbox"/>	<b>I-94 form</b>	<p><i>* As of April 30th 2013, the Department of Homeland Security has begun rolling out their new electronic process, so the paper form will no longer be needed at entry, and instead all the information will be attached to a record online that the immigration officer will pull up when a student enters.</i></p> <p><i>However, if travelers require a copy of their I-94 (record of admission) for any means necessary then it can be obtained from <a href="http://www.cbp.gov/I94">www.cbp.gov/I94</a>. If you received an I-94 prior to April 30th 2013: Photocopy your most recent I-94 (front and back) An I-94 is the white card stapled inside your passport. An I-94 is also known as the Admission number.</i></p>
<input type="checkbox"/>	<b>Passport</b>	Photocopy of your <b>VALID</b> passport (picture & biographical information only).
<input type="checkbox"/>	<b>Check or Money Order</b>	\$410.00 payable to the <b>U.S. Department of Homeland Security</b> .
<input type="checkbox"/>	<b>EAD Cards</b>	Photocopies of previous EAD (Employment Authorization Documentation) card(s), if applicable.
<input type="checkbox"/>	<b>Photos</b>	2 Passport photos ( <b>2X2 style</b> ), on the back write your <b>Name, Date of Birth (month, day, year) and I-20 SEVIS number</b> , lightly using a pen.

**\*You MUST keep photocopies of ALL documents for your own records BEFORE mailing to USCIS\***

Once you receive the **EAD (Employment Authorization Documentation) card** from USCIS, please provides a copy to the ISO staff.



Mail the documents to ONE of the following addresses:

U.S. POSTAL SERVICE CERTIFIED MAIL ONLY	*FED EX PREFERRED*
<b>USCIS PO Box 805373 Chicago, IL 60680</b>	<b>USCIS Attn: I-765 C03 131 South Dearborn - 3rd Floor Chicago, IL 60603-5517</b>

**\*\*We strongly recommend using express service via Fed Ex for easier tracking\*\***

- **1) Post Office:**  
If you would like to mail your OPT documents immediately, there is a post office near Hunter College ***East 70<sup>th</sup> Street between 2<sup>nd</sup> and 3<sup>rd</sup> Avenue (CERTIFIED MAIL ONLY)***
- **2) FedEx Office Print & Ship Center:**  
***1200 Third Ave, between East 69<sup>th</sup> and East 70<sup>th</sup> Streets***  
Open Monday-Friday: :00am-9:00pm, Saturday:10:00AM-6:00 PM; Sunday: 12:00-6:00 pm  
Phone: (212)452-0142  
Web site: <http://www.fedex.com/us/printing-services/online-printing.html>