1) **COMPLETE THE APPLICATION FORMS** (on our website here under “Employment with an International Organization”: [http://www.stevens.edu/sit/isss/forms](http://www.stevens.edu/sit/isss/forms)):

- Employment with an International Organization Request Form
- Written offer of employment from the international organization on the organization's letterhead certifying that your proposed employment is within the scope of the organization's sponsorship.
- Form I-765: APPLICATION FOR EMPLOYMENT AUTHORIZATION:
  - **Item #3** – List your own address. If you are moving, you should find a friend who will accept your mail, or obtain a U.S. post office box.
  - **Item #10 – A-Number or I-94 Number** – Put your I-94 number unless USCIS has previously assigned you an alien registration number (EAD card number).
  - **Your Certification** – Sign in **BLUE** ink, and put your telephone number and the date.
  - **Item #16** – Enter the appropriate code: (c)(3)(ii)

2) **SUBMIT THE THREE FORMS IN #1 TO ISSS.**

3) **RECEIVE YOUR NEW I-20 FROM ISSS & SEND YOUR APPLICATION TO USCIS WITHIN 25 DAYS OF THE DATE THE I-20 WAS ISSUED (THE DATE NEXT TO THE ISSS STAFF MEMBER’S NAME ON THE FIRST PAGE), WITH ALL OF THE FOLLOWING DOCUMENTS:**

- **$380 Fee** in the form of a check or money order payable to U.S. Citizenship and Immigration Services. If you are using a personal check, it must list the account holder’s name and address on it.

- **Two passport photos- 2” x 2” with white background** (Visit this website for more information: [http://travel.state.gov/passport/pptphotoreq/pptphotoreq_5333.html](http://travel.state.gov/passport/pptphotoreq/pptphotoreq_5333.html))

- **I-765- TYPED and signed in blue ink.** You may handwrite any parts that won’t fit when typing.

- **One Employment with an International Organization I-20** (You will receive two from ISSS. One is for you to keep, and one is send to USCIS. They are identical, so you can send either one.)

- **Written offer of employment from the international organization** on the organization's letterhead certifying that your proposed employment is within the scope of the organization's sponsorship.

- **Photocopies of Forms I-20.** Photocopies of all previous Forms I-20 issued by us and any other schools you have attended.
Photocopy of any previous EAD Card(s) (both sides)

Photocopy of Form I-94 (both sides) or Print-Out of Electronic I-94. You can get the print-out of your electronic I-94 here if you entered the U.S. 4/30/2013 or later: www.cbp.gov/i94.

Photocopies of your passport identification pages and visa

If you changed status to F-1 in the U.S., include a copy of your I-797 Approval Notice from USCIS, your visa (even if you do not have an F-1 visa), and an official transcript from the Registrar’s Office.

If you have dependent(s): We will give you two Employment with an International Organization I-20s for your dependent. One is for your dependent to keep; one is to send to USCIS. In addition to this, send a copy of your dependent’s original I-20 (to enter the U.S.). Passport/visa/I-94 copies are unnecessary.

INFORMATION ABOUT APPLICATION PROCESSING

1. If ISSS determines that you qualify for Employment with an International Organization work authorization, we will issue you a new Form I-20 with our recommendation on it. We will contact you by e-mail when your I-20s are ready to be picked up or when we mail them out to you (whatever you indicated on your Request Form).

2. After you have signed your new I-20, you must send your complete application to USCIS. Here’s where you should send it; if you are not living in NY/NJ/PA, please refer to the Employment with an International Organization Application Mailing Instructions on the ISSS website here: http://stevens.edu/sit/isss/forms.

<table>
<thead>
<tr>
<th>For U.S. Postal Service (USPS) Deliveries:</th>
<th>For Express Mail and Courier Deliveries:</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Send certified mail, return receipt requested</em></td>
<td><em>Send certified mail, and make sure you get the tracking number</em></td>
</tr>
<tr>
<td>USCIS PO Box 660867 Dallas, TX 75266</td>
<td>USCIS Attn: AOS 2501 S. State Hwy. 121 Business Suite 400 Lewisville, TX 75067</td>
</tr>
</tbody>
</table>

3. USCIS processing takes up to 90 days from the date USCIS receives your application, and USCIS will communicate directly with you while they are processing it. Your receipt and (if your application is approved) your EAD will be sent to the address you put on your I-765. Please contact us if you receive any requests for additional information/evidence from USCIS, and please send us a copy of your EAD once you receive it.

4. You cannot work with an Approval Notice; you must wait until you receive your EAD to start working.