Employment with an International Organization Request Form
International Student & Scholar Services

1. PERSONAL AND PROGRAM INFORMATION:

   Name________________________________________ Date_________________________
   Last                               First
   Local address _______________________________________________________________
   Phone___________________________ E-mail_____________________________________
   SEVIS ID #____________________________ Stevens ID ___________________________
   Department __________________________ Degree Program_________________________
   Major ________________________________ I-20 Program End Date ____/____/________

2. Is your employer “a recognized international organization within the meaning of the International Organization Immunities Act” [8 CFR 214.2 (9) (iii)]? A full list of organizations is located here: www.state.gov/documents/organization/87183.pdf.
   □ Yes   □ No

3. If you have received Employment with an International Organization authorization in the past, indicate the date it was authorized and the start and end dates on your EAD(s):
   Start: _______________________ End: _______________________
   Start: _______________________ End: _______________________
   Start: _______________________ End: _______________________

4. Describe your proposed employment and attach a written offer of employment from the international organization on the organization's letterhead certifying that the proposed employment is within the scope of the organization's sponsorship.

______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

I-20 DELIVERY/PICKUP OPTIONS:

□ Pick up in person
□ A friend/relative will pick up for me.
   Person’s name (first and last)
   It is mandatory that your friend/relative be able to show photo ID at the time of pick up.
□ Use eShipGlobal (expedited and tracked) to receive my I-20. See mailing instructions below.
□ I will create my own express shipping label and e-mail/mail it to you. (If e-mailing, please send the label to egill@stevens.edu.)
For students in NJ/NY/PA only: Mail by regular USPS mail (not expedited, no tracking- for U.S. mailings only). ISSS is not responsible if your I-20 is delayed in being delivered or does not reach you.

____________________________________________________________
Street Address      Apt. #
________________________________

City          State           Zip Code

eShipGlobal Express Mail Shipment Information

International Student and Scholar Services is pleased to provide you with an express mail service called eShipGlobal that allows you to receive immigration documents such as EADs, USCIS receipts and approval notices, I-20s, etc. in a more secure manner through DHL/FedEx. This service will also allow you to track your mail, giving you a better sense of the anticipated arrival time.

To request an express mailing, please go to https://study.eshipglobal.com (This works best with Internet Explorer and Mozilla Firefox browsers). To use the service, you will be required to create an account with a username and password. The mail service must be paid for by credit card (Visa, Mastercard, or Discover). Please make sure that your name is properly spelled and that you indicate the International Student Services office as the sender address from the pull down menu. You should enter your Stevens ID in the student ID field. Please complete the “Reference” section of the screen to indicate which documents you are waiting for (i.e. EAD card or OPT receipt).

Pay close attention to the information submitted, as errors in credit card information or submission of incorrect or incomplete address information will result in the delay of your shipment. If you experience any difficulty in registering or processing the shipment, please use the “Help” link at https://study.eshipglobal.com for step-by-step instructions.

If you have additional questions on how to use this service, please e-mail: support@eshipglobal.com.