### Employment with an International Organization

This F-1 employment benefit allows F-1 students to work for recognized international organizations within the meaning of the International Organization Immunities Act [59 Stat. 669]. 8 C.F.R. § 214.2(f)(9)(iii)

| **Preconditions** | The student is eligible as soon as he or she is in F-1 status; **no 9-month waiting period**. Available only while the student is in F-1 status, before completion of the educational objective. |
| **Location** | Must be with a qualified international organization |
| **Duration** | Granted by USCIS in **increments of no more than one year**, or until the expected date of employment completion, whichever is shorter. |
| **Hours per week** | 8 CFR 214.2(f)(9)(iii) does not reference a limit on the number of hours that can be worked in an F-1 internship with an international organization. However, once authorized to work as an intern with an international organization, an F-1 student can work up to 20 hours per week while school is in session. A student can work full-time during holidays or school vacation.academic terms. This type of employment can be full-time or part-time. However, they must be a full-time student and maintain F-1 student status. At Fletcher, the student must take the full-time loaded courses during the academic terms (Fall and/or Spring semester,) and the employment with an International Organization must be a part-time based work. |
| **Field/level of work** | Does not have to be related to course of study, but international organizations usually hire students for positions in their field of study. |
| **Offer of employment** | **Must have a written offer of employment from a qualifying international organization**; In all likelihood, should not be for a position which would qualify individual for G status. |
| **Effect on other work** | The 20-hour per week limit applies – an F-1 student may work **up to 20 hours/week in total** during the academic terms (at Fletcher, Fall and Spring semester). If the student has an on-campus job while he/she engages in employment with an international origination, the grand total of work hours cannot exceed 20 hours per week. |
| **Approval process** | Must apply for EAD from USCIS, and receive EAD (Employment Authorization Document) card before employment begins.  
As of Fall 2018, it is taking a minimum of **75 days up to 110 days** from the day that the student mailed the I-765 Form (Work Authorization Form) to the USCIS until receiving an EAD card per the approval. The application fee: $410.00. |
| **Miscellaneous** | The student **must continue to maintain a full course of study in F-1 status** during the period of employment. |
What the Student Must Do

1. Obtain written job offer from the international organization on the organization's letterhead. The offer letter must contain the following information:
   - Employment start date and end date
   - Location of employment
   - Nature of job or name of the position
   - Compensation information – unpaid, paid, stipend
   - Total work hours per week
   - Site supervisor’s name, position, address, phone number and email address

2. EMAIL Reiko Ohmura to receive all necessary OPT application forms (writable PDF)

3. FURNISH all necessary items and documents to apply:
   a. TWO U.S passport-size (2 X 2) color photos of yourself. Photo must be on a white background, taken no earlier than 30 days before submission to the USCIS. It is HIGHLY RECOMMENDED to get your picture at one of the local drug stores, such as CVS, Walgreen or Rite Aid, instead of using personally taken photos. Once you get your photo taken, WRITE your full name, SEVIS ID number, and date of birth with a pencil on back of your each photos.
   b. The application fee, $410.00 – Available payment methods are: [1] Bank check, personal check or money order - make payable to DEPARTMENT OF HOMELAND SECURITY; or [2] Credit or debit card – fill out and send USCIS Form G-1450
   c. USCIS Form I-765: Application for Employment Authorization for the (c) (3) (ii) application reason (on Question 27 on page 3 of I-765 Form)
   d. USCIS Form G-1145: E-Notification of Application/Petition Acceptance
   e. COPY of your passport bio page – must be valid with minimum 6-month validity for future
   f. COPY of your F-1 visa – can be an expired one
   g. PRINT-OUT of your I-94 information – Go to the U.S. Customs and Border Protection website at: https://i94.cbp.dhs.gov/I94/#/home. You need to have your passport handy.

4. COME TO THE APPOINTMENT to request a new set of I-20 that Reiko issues with the International Organization employment recommendation. Reiko will check all of your application forms before you send them to the USCIS.

5. SEND THE FOLLOWING– your OPT application must be received by the USCIS within 30 days from your "Intn'l Org. I-20" issuing date - in order to avoid a potential OPT denial!
   - COPY of your “International Organization Employment Recommended” I-20 (page 1 & 2)
   - TWO U.S passport-size color photos
   - The application fee, $410.00 – Available payment methods are: [1] Bank check, personal check or money order - make payable to DEPARTMENT OF HOMELAND SECURITY; or [2] Credit or debit card – fill out and send USCIS Form G-1450
   - USCIS Form I-765: Application for Employment Authorization for the (c) (3) (ii) application reason
   - USCIS Form G-1145: E-Notification of Application/Petition Acceptance
   - COPY your passport bio page – must be valid with minimum 6-month validity for future
   - COPY your F-1 visa – can be an expired one
   - PRINT-OUT of your I-94 information – Go to the U.S. Customs and Border Protection website at: https://i94.cbp.dhs.gov/I94/#/home. You need to have your passport handy.
**Where to Send? Two Different Addresses Depending on How to Send**

<table>
<thead>
<tr>
<th>For Express mail and courier deliveries <em>(FedEx, UPS, DHL)</em></th>
<th>For US Postal Service (USPS) deliveries</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Recommended</em></td>
<td><em>Make sure to pay for [1] certified mail and [2] tracking number service!</em></td>
</tr>
<tr>
<td>USCIS</td>
<td>USCIS</td>
</tr>
<tr>
<td>Attn: AOS</td>
<td>P.O. Box 660867</td>
</tr>
<tr>
<td>2501 S. State Hwy. 121 Business Suite 400</td>
<td>Dallas, TX 75266</td>
</tr>
</tbody>
</table>

**PLEASE NOTE:**
- Any documents from the United States Citizenship and Immigration Services (USCIS) will **NOT BE** forwarded to other addresses BUT the address you provide on your Form I-765. In this option, it is your responsibility to make sure receiving all the documents from the USCIS, which will be sent by regular mail by the US Postal Service without tracking number.
- **IF YOU WOULD PREFER,** you may enter Reiko Ohmura’s office address under “Mailing Address” section on Form I-765. Please enter the address exactly like following and check “No” for Question 6:
  
  Care of Reiko Ohmura-Fletcher
  160 Packard Ave., Medford, MA 02155

  If you put the “Mailing Address” with Reiko’s office address, please make sure to enter your actual residential address under “U.S. Physical Address” section.

**WHAT IS NEXT? After Submitting Your I-765 Application**

1. USCIS will send you a **text message or email** to confirm receiving your OPT application (I-765) and documents. It normally takes between 5 to 7 business days from your mailing date.
2. USCIS will mail a Form I-797C: Notice of Action (as known as Receipt Letter). If you used Reiko’s office address in your OPT application, Reiko will notify you about receiving the notice via email.
3. It may take **between 75 to 110 days (minimum)** from your document receiving date to be complete of your OPT application by the USCIS.
4. **If you didn’t hear any results from the USCIS more than 90 days,** you need to call the USCIS National Customer Service as the applicant: 1-800-375-5253. You need to have your Receipt Number handy when calling them.
5. Once approved, the USCIS will mail the **Approval Notice (letter).** **The EAD card** normally comes within 5 to 7 business days after receiving the Approval Notice (letter). You are **NOT** permitted to start working **UNTIL** you receive your EAD card.
6. Once you received EAD card, you may start to work.
Photo Requirements for I-765 Application

You must provide one photo with your passport application.

- Your head must face the camera directly with full face in view.
- You must have a neutral facial expression or a natural smile, with both eyes open.
- Taken in clothing normally worn on a daily basis
- Taken in the last 6 months
- Use a plain white or off-white background
- Be sized correctly
  1. 2 x 2 inches (51 x 51 mm)
  2. Head must be between 1 3/8 inches (25 - 35 mm) from the bottom of the chin to the top of the head

- Printed on matte or glossy photo quality paper
- Printed in color
- You cannot wear glasses.
  o If you cannot remove your glasses for medical reasons, please include a signed note from your doctor with application.
- You cannot wear a hat or head covering.
  o If you wear a hat or head covering for religious purposes, submit a signed statement that verifies that the hat or head covering in your photo is part of recognized, traditional religious attire that is customarily or required to be worn continuously in public.

[Example]
Acceptable—Subject's full face is visible, no shadows or clothing obscure the face

Photo tip: You may not wear hats or head coverings, except for religious or medical purposes and with a signed statement.

- If you wear a hat or head covering for medical purposes, submit a signed doctor's statement verifying the hat or head covering in your photo is used daily for medical purposes.
- Your full face must be visible and your hat or head covering cannot obscure your hairline or cast shadows on your face.
- You cannot wear headphones or wireless hands-free devices.

(Source: the US Department of States – Passport Photos web page)
https://travel.state.gov/content/travel/en/passports/requirements/photos.html
16.D.2.1 List of International Organizations

Here is the list maintained at 8 CFR 316.20(c) of international organizations the United States recognizes under the International Organizations Immunities Act [22 USC 288; 59 Stat. 669].

- African Development Bank Executive Order 12403 of February 8, 1983.
- Food and Agriculture Organization Executive Order No. 9698 of February 19, 1946.
- 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 Institute for Cooperation for Agriculture Executive Order No. 9751 of July 11, 1946.
- Inter-American Statistical Institute Executive Order No. 9751 of July 11, 1946.
- International Civil Aviation Organization Executive Order No. 9863 of May 31, 1947.
- International Cotton Advisory Committee Executive Order No. 9911 of December 19, 1947.
- International Cotton Institute Executive Order No. 11283 of May 27, 1966.
- International Fertilizer Development Center Executive Order No. 11977 of March 14, 1977.
- International Finance Corporation Executive Order No. 10680 of October 2, 1956.

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


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


International Mobile 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.


Interparliamentary Union


Korean Peninsula Energy Development Organization Executive Order No. 12997 of April 1, 1996.


Multinational Force and Observers Executive Order No. 12359 of April 22, 1982.


Office of the High Representative in Bosnia and Herzegovina and the International Civilian Office in Kosovo Executive Order No. 13568 of March 8, 2011.


Pacific Salmon Commission

Executive Order No. 12567 of October 2, 1986.


11484 of September 29, 1969.
- United Nations Executive Order No. 9698 of February 19, 1946.
- Universal Postal Union Executive Order No. 10727 of August 31, 1957.
- World Meteorological Organization Executive Order No. 10676 of September 1, 1959.