

## Employment with an International Organization

F-1 students may apply for authorization to work for approved international organizations such as the World Bank, Inter-American Development Bank, UN, International Monetary Fund, etc.

You are eligible to apply and work any time during your F-1 status including your first semester and vacation periods.

You will need to submit your application forms and documents to the US Citizenship and Immigration Services. Please see the second page of this document for information on applying for authorization.

The approval may take 2 -3 months. Note that you are not authorized to begin working until after you receive your EAD card. If you hope to begin working sooner, and you are eligible to register for internship credit for the semester, you may want to discuss with an international student advisor whether Curricular Practical Training (CPT) is a better option for employment authorization.

Students may apply for authorization to work full-time or part-time. In your application you will need to specify part-time (20 hours per week or less) or full-time (over 20 hours per week).

There is no limit on the number of semesters or months you can have International Organization authorization. This authorization does not affect your eligibility for OPT or CPT.

### Application process:

Bring the following documents to the Office of International Student Services (OISS):

1. Completed I-765 form (Application for Employment Authorization)
2. Employment offer letter from the international organization, on letter head, including:
  - job responsibilities
  - beginning and ending dates (*note that you will not be authorized to work until you receive your EAD card, which often takes 2 to 3 months*)
3. Passport with visa (if applicable)
4. Current I-94 card indicating F-1 status
5. Current SEVIS I-20

OISS will contact you within 10 business days when your application is ready for you to pick up. At that time you will need to mail it out to USCIS. Make copies of your entire application packet for your personal files before mailing your application to the USCIS.

### Office of International Student Services

7630 Little River Turnpike, Suite 815 • Annandale, VA 22003

Phone: 703-323-3423 • Fax: 703-813-1329

Email: [oisss@nvcc.edu](mailto:oisss@nvcc.edu) • [www.nvcc.edu/international](http://www.nvcc.edu/international)

**Documents to mail:**

- \$410 check or money order, payable to the USCIS (verify the fee on the I-765 instructions in case of increases)
- I-765 form (Application for Employment Authorization; original)  
New SEVIS I-20 with employment recommendation and current travel signature
- copy of photo in passport with expiration dates
- copy of most recent F-1 Visa
- copy of current I-94 card (both sides)
- two passport style photos
- offer of employment letter from the international organization with beginning and ending dates
- copies of previous employment authorization documents (if applicable)

Send your completed application package to the **USCIS** at the address below. We recommend that you send the application by certified mail and get a return receipt. **USCIS** will send you a receipt in three to four weeks. Please keep this receipt in a safe place; you may need it at a later date. The **Employment Authorization Document** should arrive about 90-120 days later.

If sending by U.S. Postal Service:  
USCIS  
P.O. Box 660867  
Dallas, TX 75266

If sending by Express mail:  
USCIS  
Attn: AOS  
2501 S. State Hwy. 121, Business  
Suite 400  
Lewisville, TX 75067

United States law requires you to obtain written authorization before starting any type of compensated employment. Beginning work without authorization from the US Citizenship and Immigration Service (USCIS) or NOVA's Office of International Student Services is a serious violation of your F-1 status.