

## PURPOSE OF THIS FORM

This form is for the use of F-1 students who are offered off-campus employment under the sponsorship of a [qualifying International Organization \(IO\)](#), which involves a three-step process:

1. You must submit an [I-20 Change Request](#) for IO Internship to request a new I-20 with DSO recommendation for off-campus employment authorization.
2. You must file the [I-765](#) online with the United States Citizenship and Immigration Services (USCIS) within 30 days of the date the new I-20 was issued.
3. USCIS must approve and issue an Employment Authorization Document (EAD) card before you can start the internship.

Internship must be completed **prior** to degree completion, it is not available for post-degree authorization (i.e., post-OPT).

## Program Criteria & Guidelines

To qualify for an IO employment authorization, you must meet the following criteria:

1. Be a full-time F-1 student maintaining status and in a degree program at a SEVP-certified school.
2. Have an IO letter of certification that proposed internship is within the scope of its sponsorship.
3. You cannot work more than 20 hours per week while school is in session, and may only work full time during annual vacation periods (when school is not in session)
4. Internship cannot interfere in normal progress towards degree completion.
5. Approvals can be for up to one-year intervals only, if job offer is extended, you must apply for a continuance of authorization [six or more months](#) before authorization expires.

## How to Apply

Submit the following to ISS:

- [I-20 Change Request](#) for an **International Organization Internship**
- Signed internship letter certifying employment is within the scope of organization's sponsorship; letter must include:
  - Employer's address/location
  - Start and end dates of employment
  - Verify you will work no more than 20 hours per week
  - Supervisor's name, phone number, and email
  - Provide a summary of duties to be performed

Submit IO internship letter and new I-20 along with the following items when filing online [I-765](#) with USCIS:

- Enter: **code: (c)(3)(ii)** on item# 20 of application
- Pay \$410 [filing fee](#) (see [USCIS website](#) regarding fee waiver criteria)
- Copy of F-1 Visa
- Copy of Valid Passport ID Page
- Copy of I-94
- Copy of any previous EAD cards (if applicable)