

**International Student and Scholar Services**

## **Employment with Certain International Organizations**

**Please submit everything listed below to the appointment at the front desk of the ISSS. The materials will be reviewed and you will be contacted when materials are ready to be picked up.**

### **List of Items You Should Submit:**

- Completed Form I-765 (attached or available at [www.uscis.gov](http://www.uscis.gov) Fill in items 1-16 and sign at the bottom IN BLUE INK.
- Academic Advisor's Form (attached)
- OwlNET printouts of academic history at Temple
- OwlNet printouts of current registration
- Transcripts from any other U.S. school that you have attended
- Originals or copies of all Forms I-20 you have received while studying in the United States
- Any Arrival/Departure Records (I-94 card; white card, usually stapled in your passport)
- Passport(s)
- 2 photocopies front and back of any previously issued Employment Authorization Documents
- 2 identical color passport-style
- Personal check or money order for \$340 made payable to U.S. Department of Homeland Security. A personal check is preferable because, if necessary, you will be able to determine if it has been cashed.

### **This employment:**

- \* **May be authorized by the US Citizenship and Immigration Service (USCIS) and could take between 1 and 3 months**
- \* **Requires that student is maintaining valid full time F1 student status**
- \* **Automatically ceases if student fails to maintain valid F1 status**
- \* **May begin at any time – there is no one academic year requirement**
- \* **Requires a written offer letter from a qualified international organization**
- \* **May not be granted for more than 12 months per application and no longer than expected date of program completion**
- May not be begin until student has received Employment Authorization Document (EAD card) and until it is the start date listed on the EAD**
- \* **Can be approved Full Time or Part Time**
- \* **Does not need to be in student's field of study**
- \* **Does not affect eligibility for practical training or on-campus employment**

**When you pick the application materials, you should review and then mail complete application to:**

USCIS  
PO Box 660867  
Mesquite, TX 75266  
For express mail and courier service  
USCIS  
Atten:AOS  
2501 S. STATE HIGHWAY 121, BUSINESS  
SUITE 400  
LEWISVILLE, TX 75067

### **Working with International Organizations**

International Organizations hiring individuals in Nonimmigrant Student (F-1) status may suggest or require that students change their nonimmigrant status to G status, the nonimmigrant category reserved for employees of International Organizations. Please be aware of the practical effects of such a change of status, including:

- since you will not be in F status after the change, you are not eligible for F-1 benefits such as on-campus employment while in G status;
- the change to G status may be viewed by USCIS as an interruption in F-1 status for purposes of qualifying for economic hardship or practical training employment;
- any accompanying F-2 family members would also have to change their status to G; and the process of changing back to F-1 status can take several months at some of the USCIS Service Centers.

Some International Organizations, especially large organizations such as the World Bank Group, may have internal guidelines for hiring individuals in Nonimmigrant Student (F-1) status. Students should check with the international organization before beginning the application process.

### **International Organizations**

The following is an alphabetical listing of the international organizations of which the United States is a member and which have been designated by Executive Order pursuant to various treaties or under the International Organizations Immunities Act of December 29, 1945.

African Development Bank African Development Fund  
Asian Development Bank Border Environmental Cooperation  
Commission  
Caribbean Organization Commission for Environmental Cooperation  
Commission for Labor Cooperation Commission for the Study of Alternatives to  
the Panama Canal  
Customs Cooperation Council European Bank for Reconstruction and  
Development  
European Space Agency Food and Agriculture Organization  
Great Lakes Fishery Commission Hong Kong Economic and Trade Offices  
Inter-American Defense Board Inter-American Development Bank  
Inter-American Institute for Cooperation for  
Agriculture  
Inter-American Investment Corporation  
Inter-American Statistical Institute Inter-American Tropical Tuna Commission  
International Atomic Energy Agency International Bank for Reconstruction and  
Development  
International Boundary and Water

Commission - the United States and Mexico  
International Centre for Settlement of  
Investment Disputes  
International Civil Aviation Organization International Coffee Organization  
International Committee of the Red Cross International Cotton Advisory Committee  
International Cotton Institute International Criminal Police Organization  
(INTERPOL) (Limited Privileges)  
International Development Association International Development Law Institute  
International Fertilizer Development Center International Finance Corporation  
International Food Policy Research Institute  
(Limited Privileges)  
International Fund for Agricultural  
Development  
International Hydrographic Bureau International Joint Commission - the United  
States and Canada  
International Labor Organization International Maritime Organization  
International Organization for Migration International Pacific Halibut Commission  
International Secretariat for Volunteer Service International Telecommunications Satellite  
Organization (INTELSAT)  
International Telecommunication Union International Union for Conservation of  
Nature  
and Natural Resources (Limited Privileges)  
International Wheat Advisory Committee  
(International Wheat Council)  
Interparliamentary Union  
Israel-United States Binational Industrial  
Research and Development Foundation  
Korean Peninsula Energy Development  
Research Organization  
Multilateral Investment Guarantee Agency Multinational Force and Observers  
North American Development Bank North Pacific Anadromous Fish Commission  
North Pacific Marine Science Organization Organization for African Unity (OAU)  
Organization for American States (including Pan  
American Union)  
Organization for Eastern Caribbean States  
Organization for Economic Cooperation and  
Development  
Organization for the Prohibition of Chemical  
Weapons  
Pacific Salmon Commission Pan American Health Organization (including  
Pan American Sanitary Bureau)  
South Pacific Commission United International Bureau for the Protection  
of Intellectual Property (BIPRI)  
United Nations United Nations Educational, Scientific, and  
Cultural Organization  
United Nations Industrial Development  
Organization  
Universal Postal Union  
World Health Organization World Intellectual Property Organization  
World Meteorological Organization World Tourism Organization  
World Trade Organization  
"World Bank Group" consists of five associated institutions listed above:

1. IBRD: The International Bank for Reconstruction & Development
2. IDA: The International Development Association
3. IFC: The International Finance Corporation
4. MIGA: The Multilateral Investment Guarantee Agency
5. ICSID: The International Centre for Settlement of Investment Disputes

**ACADEMIC ADVISOR RECOMMENDATION**

STEP 1. Submit this form to your academic advisor and bring it with you to your appointment. Do not have the form faxed as it may not reach us in time for your appointment.

<b>Student's name</b>	
<b>TU ID#</b>	
<b>Field of Study</b>	
<b>Level of Study</b>	
<b>Has this student continuously completed a full course of study?</b>	<b>Yes                  No</b>
<i>If not, please explain why student has fallen below full-time status. Graduate students must complete 9 credits hours per Spring and Fall semesters – Graduate Students with a Teaching / Research Assistantship may register for and complete a minimum of six (6) credits. Undergraduate students must complete a minimum of 12 credit hours.</i>	
<b>SPECIFIC DATE of Degree Completion</b> (mm/dd/yyyy) by student will meet program requirements (i.e. date of last class, defends dissertation, submits thesis, completes last exam for degree)	
<b>Date of Student's Graduation Ceremony</b>	
<b>Advisor's Name</b>	
<b>Advisor's Email Address</b>	
<b>Phone</b>	
<b>Signature</b>	

**STEP 2. TO THE STUDENT:** AFTER you meet with your Academic Advisor you must select the date you want the employment to begin and end. You may only apply for a total of 12 months. You can go to the following website to calculate your dates

<http://calendarhome.com/date.shtml>

**DATE YOU WANT EMPLOYMENT TO BEGIN**

**DATE YOU WANT EMPLOYMENT TO END**