

Print this document and keep it with you as you apply for this employment online through iPenn. Please read carefully through all 3 steps below.

STEP 1

1. **Submit the electronic request form in iPenn.** After you log in with your Penkey, you will find "Employment with International Organization" under Student Services in the left menu.
2. As part of your iPenn eform submission, **scan and upload the following:**
 - **Job offer/ written certification** from a recognized international organization on the organization's letterhead that the proposed employment is within the scope of the organization's sponsorship
 - **Passport pages** (biographical data, photo, and expiration date)
 - **Photocopy of your I-94 card** (front and back if issued paper I-94) or US entry/admission stamp in passport (if issued electronic I-94)
 - If you have any questions about this, refer to the [automated I-94 process](#)
 - Any **previous Employment Authorization Document (EAD) card(s)** if applicable
3. After reviewing the material listed above, an **ISSS advisor will prepare an I-20** recommending employment with an international organization on Page 3.

STEP 2

1. Pick up the I-20 at the ISSS reception desk **after 3-5 business days**. During the peak / high-volume period, processing may take longer.

STEP 3

Mail the following items to the USCIS Service Center which has jurisdiction over the address listed on Form I-765:

1. **Completed Form I-765** – type or print legibly (NOTE: consult ISSS prior to e-filing I-765 via the USCIS website as the processes differ.)
2. Enter “**c 3 ii**” under Item 16
3. Type or print legibly as USCIS uses optical character recognition (OCR) technology

4. Be sure to **check off the purpose** (“I am applying for:”) of the form
5. **Sign in blue ink**
6. **Signature should be within the box**
7. **I-765 Application Fee**, payable to the U.S. Department of Homeland Security
8. must be drawn at a financial institution that is physically located in the U.S.
9. **Job offer/ written certification** from a recognized international organization on the organization's letterhead that the proposed employment is within the scope of the organization's sponsorship
10. Photocopy of **pages 1 & 3 of all previous and current I-20s**, including a copy of the new I-20
11. **Photocopy of your I-94** card (front and back if issued paper I-94) or US entry/admission stamp in passport (if issued electronic I-94)
12. **Photocopy of the US Entry Visa** used for last entry into the U.S. (except for citizens of Canada and Bermuda)
13. **Photocopy of passport** (photo page, renewal page if original has expired, and pages showing amendments such as name changes, corrections etc.)
14. **Two U.S. passport-style photos** (lightly print your name on the back of each photo with a pencil)
15. Photocopy of any **previously issued** employment authorization documents (**EAD cards**)

Mailing Your Application

- **Please consult ISSS prior to e-filing I-765 via the USCIS website.**
- Check all documents for completeness and accuracy.
- Be sure to **sign Forms I-20 and I-765.**
- **Make a complete copy of your application** for your records. ISSS does not maintain copies of OPT applications.

USCIS “Dallas Lockbox” filing location is used for the following states and territories:

Pennsylvania, New Jersey, Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Mexico, New York, North Carolina, Puerto Rico, Rhode Island, South Carolina, Oklahoma, Tennessee, Texas, Vermont, Virginia, U.S. Virgin Islands, or West Virginia.

US Postal Service Address	Express Mail & Courier Services
USCIS	USCIS
P.O. Box 660867	ATTN: AOS
Dallas, TX 75266	2501 S. State Highway 121 Business
	Suite 400
	Lewisville, TX 75067

If the state you put on form I-765 in item 3 is not in this list, refer to the different filing locations in the [I-765 Instructions](#).

People filing at the lockbox can **sign up to receive an email and/or text message confirming that the application was accepted** by adding [Form G-1145](#) as the first page of the application.

Finally, we recommend that you mail your application by express mail such as Federal Express or UPS, or by Certified Mail, Return Receipt Requested, so you will have a record of its delivery.