The following materials must be received by the U.S. Citizenship and Immigration Services in Lincoln, Nebraska. You must be in fulltime F-1 status to be eligible for employment permission. **Approval will take a minimum of 4-6 weeks for USCIS to process your application—and it could take as long as 3 or 4 months.** Please contact Center for International Programs at 812/465-1248 if you have any questions.

**You will need the following documents:**

- I-20 Form endorsed by CIP
- Copy of previous I-20(s), if applicable
- Fee of $380, payable to U.S. Department of Homeland Security
- 2 colored passport photographs
- Photocopy of your passport (identification pages and US visa page)
- Photocopy of I-94 card, front and back
  *Electronic I-94 can be found at: [https://i94.cbp.dhs.gov/I94/request.html](https://i94.cbp.dhs.gov/I94/request.html)*
- Photocopy of both sides of previous Employment Authorization Document (EAD), if applicable
- Proof of why you need to work off-campus
- List of income and expenses

The Center for International Programs will submit your application to USCIS. If you would like it sent via express mail, please check with CIP regarding the cost.

**Remember:** It is important to keep a copy of all of the documents submitted to USCIS.

**To mail your application:**

**For U.S. Postal Service**

USCIS

P.O. Box 21281

Phoenix, AZ 85036

**For Express mail & commercial courier deliveries (at your expense)**

USCIS

ATTN: AOS

1820 E. Skyharbor Circle S

Suite 100

Phoenix, AZ 85034

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