



## Visa Committee (VC)

### WORK PERMIT FOR SPOUSES HOLDING G-4 VISAS

You are required to scan the documents to [DOS-VC@un.org](mailto:DOS-VC@un.org)  
prior to submitting in person

Submission days are **BY APPOINTMENT ONLY**

E-mail [DOS-VC@un.org](mailto:DOS-VC@un.org) to schedule an appointment at  
305 E 45 Street FF building, Room FF-02FB1

Note: Please refer to [ST/IC/2012/11](#) dated 5 April 2012 and  
[ST/IC/2016/11](#) dated 25 April 2016

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## GENERAL

While spouses holding derivative G-4 visas do not require a US Employment Authorisation Document (EAD) to enable them to take up full time employment with the United Nations, they should be reported with the United Nations Visa Office as primary G-4 visa holders for the duration of such employment. **Please note that spouses who have been issued work permits should return their cards to our office for transmission to the United States Mission prior to commencing any type of employment at the United Nations and or its agencies regardless of duration. In the event of expiry of tour of duty of staff members, spouses should also return their cards to our office for transmission to the United States Mission.** Please note that staff members should have an employment contract valid for at least 3 months or longer.

Spouses holding G-4 visas are required to obtain authorization (work permit) before accepting/commencing employment (with or without compensation) with a company in the New York tri-State area. Note that Employment with an expired EAD is NOT authorized. Furthermore, submission of a renewal application does not constitute authorization of employment. The applicant MUST wait for the new EAD to be issued.

It is considered a violation of visa status if a spouse holding a G-4 visa is employed without a work permit, as it is also a violation of status for a staff member holding a G-4 visa to work beyond the scope of his/her employment with the United Nations.

Spouses holding G-4 visas are required to apply for an employment authorization card in order to earn income from a US or a foreign source. Furthermore, spouses are responsible to determine their specific tax situation and provide documented evidence that they have met the criteria prior to applying for a renewal of their employment card.

**Note (1):** A spouse holding a derivative G-4 visa who resides in the household of the G-4 visa-holder is **not eligible** to apply for an H-1(B) visa. For more information, please contact Ms. Rula Eid-Greco at 212-963-7092. Please note that the employer/company:

- (a) does not sponsor the G-4 visa holder;
- (b) is not required to do the paper work; *and*
- (c) does not assume any financial burden.

## APPLICATION

To ensure that the submission contains the latest revision of the required forms, download the forms from the Internet at <http://www.uscis.gov> :

- (1) Click on Forms
- (2) Click on the title of the form
- (3) Click on “download form.”

Each application for a work permit should be submitted to the United States Mission to the United Nations through the Visa Committee and must include:

- (a) **Form I-566 (2 originals)**

A completed Form I-566, duly signed by the applicant. When completing the application please note:

**Part 1**

For Item 11: please obtain the spouse's Personal Identification Number (PID) from iSeek:

- (1) Go to Topics→Travel→Travel and Transportation, then click "Visas," scroll down to "G-4 Visas" and click "Find your PID Number."
- (2) If not listed, staff members of the Secretariat can e-mail [info-TTS@un.org](mailto:info-TTS@un.org)
- (3) If you are a staff member of the United Nations Funds and Programmes, contact the travel desk of your organization.

**Applications will NOT be accepted WITHOUT PID numbers**

**Part 2**

- (1) For Item 3: The exact date of expiration is required.
- (2) For Item 7: Please obtain the staff member's PID Number from I-seek as instructed above.

**Part 3**

Complete accordingly.

**Part 8**

This section should be completed by the Executive or Human Resources Officer of the staff member for the spouse. The dry UN seal is required.

(b) **Form I-765 (1 original)**

A completed and dated form I-765, with an original signature.

**Part 2 (5c – 7d)**

Please list your home address and ensure that the home address listed matches the records of the United Nations Visa Office. If in doubt, you may check if the Visa Office has your latest address by emailing [report@un.org](mailto:report@un.org) and copying [DOS-VC@un.org](mailto:DOS-VC@un.org)

**Item 27**

The correct category for item 27 is (C) (4).

- (c) **Photographs.** Two colour photographs with a light background and a size of 2"x 2" are required. Passport pictures are suitable. **Photos must have been taken within 30 days and must not have been previously used for any other US Government document or application. Photos that date more than 30 days will be returned.**

[http://travel.state.gov/visa/visaphotoreq/photocomptemplate/photocomptemplate\\_5330.html](http://travel.state.gov/visa/visaphotoreq/photocomptemplate/photocomptemplate_5330.html)

- (d) Include a copy of the passport bio page, G-4 and I-94 for both, staff member and applicant. The validity of either the G-4 visa or the passport must be at least 6 months. You do not need a valid G-4 visa to apply provided the passport is valid for 6 months or more. Note that effective May 2013, the US has automated the I-94s. Please refer to [ST/IC/2013/17](#) for instructions on how to print your I-94 record.
- (e) **Original Statement from prospective employer (job offer).** An original statement on the employer's letterhead identifying the applicant. It must describe the position offered, duties to be performed, the salary offered, and hours to be worked and must verify that the applicant possesses the required qualifications for the position. The statement must include the telephone number, name and the original signature of the person making the offer (see attached sample).

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The statement/letter must be current (within 30 days from submission) and must contain an original signature.

- (f) **Contact Info Sheet.** Attached at the end of this document.

**SELF-EMPLOYMENT**

- Self-employment proposal letter should outline industry or self-employment, duties to be performed, targeting clientele, hours to be worked, projected salary and advertising method for his/her services.
- All applicants applying as self-employed must have a resume, which should include educational background as well as any certifications and/ or licenses required for the proposed self-employment. (e.g. degree, diploma, training certificates **in the English language**).
- Applicants will be limited to an initial trial period of no more than one year (although limits to less than one year may be given on a case-by-case basis).
- Applicants must be aware of tax filing requirements that govern self-employment, including quarterly estimated tax payments to Federal and State authorities as applicable (IRS Form 1040ES for Federal taxes, which can be found at <http://www.irs.gov/pub/irs-pdf/fl040es.pdf>, and for state they should consult a tax accountant to the rules/regulations that govern the state they reside in).
- Applicants must express within the letter of self-employment, the importance of keeping proper accounting records of income earned for tax purposes. Those who provide services on a cash basis should issue receipts to cash paying customers for payment of services performed.

**SUBMISSION OF APPLICATION**

Please note that all applications **must** be reviewed electronically prior to visiting the Visa Committee (VC) to submit the originals. (You can scan and email the documents as PDF or any other format). The Visa Committee does not communicate or work directly with the applicants unless the Primary G-4 holders (UN staff members) are included in the communications. Applications must be submitted by appointment only to **304 East 45th Street, FF 2<sup>nd</sup> Floor**. **Please note that applications may NOT be directly submitted to the United States Mission to the United Nations or the United States Citizenship and Immigration Services (USCIS).**

If the request for work permit is approved, the USCIS will issue an Employment Authorization Document (EAD) and return it to the home address indicated on the I-765. **Once an applicant receives the Employment card, the staff member is responsible to scan a copy of the card to [DOS-VC@un.org](mailto:DOS-VC@un.org)**. This service is free of charge. This process takes 8 to 10 weeks from the date of submission of the application to the United States Mission to the United Nations. **Staff members are encouraged to submit applications on behalf of their spouses 90 days prior to the expiry of their current employment document in order to avoid interruption in employment.** New applicants should alert prospective employers of the 8 – 10 weeks processing time.

## **SOCIAL SECURITY**

New applicants may request to be issued Social Security numbers without appearing at a Social Security office by completing the I-765 accordingly. Note that derivative G-4 visa holders cannot be issued social security numbers without a valid Employment Authorization Document (EAD).

## **SEARCH LETTER**

A Search Letter will be provided by the United States Mission **only** if an employer requests further information regarding the applicant's immigration status. If needed, please send an e-mail to [DOS-VC@un.org](mailto:DOS-VC@un.org) with the following information:

- Name of staff member and applicant
- Date of Birth of staff member and applicant
- PID number of staff member and applicant
- Address of staff member and applicant

## **CHANGE OF JOBS**

The EAD card is issued for the duration of the employment contract of the staff member and for a maximum period of three years. If a dependent changes jobs during that period, a new USCIS authorization is not required. However, the United States Mission must be notified of the change by means of a letter from the applicant's new employer. The letter should be submitted through the Visa Committee and must be an original. Copies and scans are not acceptable.

## **RENEWAL OF WORK AUTHORIZATION**

Applicants applying for renewal of an EAD are eligible to begin the application process 90 days prior to the expiration of the current EAD. Applicants should submit:

- (1) Form I-566 (2 originals)
- (2) Form I-765 (1 original)
- (3) Original Letter of job offer signed within 60 days (please refer to sample and instructions above)
- (4) Two photographs plus copies of passports and G-4 Visas for both. Please refer to the photo requirements posted on the USCIS website
- (5) Photocopy of I-94 (front and back if prior to May 2013, otherwise, refer to ST/IC/2013/17 for printing instructions of the I-94), G-4 visa and bio page from passport for both the staff member and applicant
- (6) Photocopy of EAD document to be renewed
- (7) Income Taxes: **Please refer to [ST/IC/2012/11](#) entitled: **United States income tax requirements as they relate to employment authorizations for dependent family members****

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Submit the following:

- State income taxes for all years of prior EAD period
- Federal income taxes for all years of prior EAD period
- Last 2-3 pay statements if the request is for renewal of an existing Employment Document

If Member filed taxes incorrectly, we need the following:

- 1040NR or 1040NR-EZ
- 1040X - the 1040X should reflect old filing numbers (what is on the 1040) and new filing numbers (what is on the 1040NR) the left column should indicate what the original tax return amounts were, the right column should reflect the amended filing numbers. If the numbers in both the right and left columns are identical, then we need the **original 1040 filings and the new 1040NR filings**, because the form was not filled out correctly

**IN THE EVENT MONEY IS OWED, PLEASE INCLUDE PROOF OF PAYMENT OF TAXES IN THE FORM OF CANCELLED CHECKS OR ELECTRONIC TRANSFERS.**

If the applicant did not work during a certain period, or if the income earned fell below the threshold for filing, please include an explanatory statement. The statement must be written by the applicant and endorsed by the staff member. Both signatures should appear on the statement. If income did not meet the requirements for filing, please include a statement to this effect and attach relevant documentation.

Please note that taxes should be filed according to relevant IRS code including publication 519 (page 6) which refers to the exemption from the substantial presence test requirement for G visa holders:  
[www.irs.gov/pub/irs-pdf/p519.pdf](http://www.irs.gov/pub/irs-pdf/p519.pdf)

**Job Offer Sample Letter**

**PLEASE HAVE COMPANY USE ITS OWN LETTERHEAD**

Date: \_\_\_\_\_

To: United States Mission to the United Nations

G-4 Visa Holder

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Telephone:** \_\_\_\_\_

Is qualified for and has been offered a position as:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

With the duties of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Working \_\_\_\_\_ full-time \_\_\_\_\_ part-time

The \_\_\_\_\_ language(s) will be used

The salary is \_\_\_\_\_

Employer of Agent: \_\_\_\_\_

Name/Original signature: \_\_\_\_\_

Title: \_\_\_\_\_



**CHECKLIST**

**FIRST-TIME APPLICANTS**

- 2 originals I-566 duly completed, certified and dry sealed by the Executive Office of the staff member (latest revision posted, signed and dated within 30 days from submission)
- 1 original I-765 (latest revision signed and dated within 30 days of submission - please **indicate your home address and ensure that the address on the forms matches the address in the United Nations Visa Office database**)
- Copy of I-94 front and back for the staff member as well as applicant (if entry took place prior to May 2013), otherwise follow the instruction contained in **ST/IC/2013/17** to download and print out copy of the I-94
- Copy of G-4 visa and biographic page from passport for staff member and applicant
- Original Job Offer / self-employment letter signed within 60 days (as per sample)
- 2 photos (2x2) on white background taken within the past 30 days (as per USCIS requirement, taken within 30 days and must not have been used for any US Government document or application)
- Contact Information Sheet

**FOR RENEWALS**

In addition to the documents listed for first-time applicants, please include:

- Copy of the last EAD
- Income Taxes (please refer to ST/IC/2012/11 entitled: United States income tax requirements as they relate to employment authorizations for dependent family members). Submit the following:
  - State income taxes for all years of prior EAD period
  - Federal income taxes for all years of prior EAD period

If Member filed incorrectly, we need the following:

- 1040NR or 1040NR-EZ
- 1040X - the 1040X should reflect old filing numbers (what is on the 1040) and new filing numbers (what is on the 1040NR) the left column should indicate what the original tax return amounts were, the right column should reflect the amended filing numbers. If the numbers in both the right and left columns are identical, then we need the **original 1040 filings and the new 1040NR filings**, because the form was not filled out correctly.

**IN THE EVENT MONEY IS OWED, PLEASE INCLUDE PROOF OF PAYMENT OF TAXES IN THE FORM OF CANCELLED CHECKS OR ELECTRONIC TRANSFERS.**

**Failure to submit a completed application will result in the return of documents for correction and a delay in review and processing. Employment may not begin until an applicant receives his/her Employment Authorization Document (Work Permit).**

## CONTACT INFORMATION SHEET

**PLEASE COMPLETE THE FORM BELOW AND SUBMIT ALONGSIDE YOUR APPLICATION**

### **STAFF MEMBER INFORMATION:**

Name of Staff Member:

PID of Staff Member:                      Nationality:

Index No.                      Date of birth (DD/MM/YY):

Organization:                      Department/Office:

Phone number:                      Work Email Address:

### **APPLICANT INFORMATION:**

Name of Applicant:

PID of Applicant:                      Nationality:

Date of birth (DD/MM/YY):

Relationship to staff member: Blank

If other, please indicate the relationship:

Organization:                      Department/Office:

**CHECK ONE:**     **FIRST APPLICATION**     **RENEWAL**

Date application is submitted to HR Service (DD/MM/YY):

**WORK PERMIT  
Frequently Asked Questions**

**What is the role of Host Country Immigration Support Services (HCISS) in relation to work permits?**

Its role is to review applications prior to submission to the United States Mission to the United Nations (USUN) in order to ensure completion and adherence to United States eligibility and requirements for the granting of US work permits for spouses and children under the age of 23.

**What should I submit in order to apply for a work permit on behalf of my spouse and or child?**

Detailed instructions are included in this document for the application for a work permit on behalf of a spouse. For children, please refer to the P.321 form.

**How can I apply for a work permit based on self-employment?**

Please follow the instructions contained in the work permit kit. The letter must include the following: Qualification and past experience of applicant, services offered, targeted clientele and expected income to be earned.

**What happens if I get a job offer while self-employed?**

The change must be recorded by USUN. For this, you must submit a job offer to our office so that we may transmit it to USUN.

**Do applications need to be typed or are handwritten applications also accepted?**

Work permit applications can either be typed or handwritten provided they are legible.

**How long does it take for a work permit to be issued?**

The process generally takes 8-10 weeks; however, actual time may vary.

**Can I submit my application to the US Mission directly?**

No. All applications should be routed through Host Country Immigration Support Services (HCISS).

**What is the role of the Executive Office?**

Your Executive Office must certify and dry seal form I-566.

**What is the PID number and why do I need it?**

Once staff members and their family members are registered with the United Nations Visa Office, the US Department of State assigns an eight-digit PID number (Personal Identification Number) to each individual. All records of each individual are stored under this number. Staff members should take note of their and their family's PID numbers and keep them in their records as they will need them when applying for the renewal of their visas and/or work permits. The report number can be obtained from the United Nations Visa Office.

**Can I submit a work permit application prior to a PID being issued?**

No, applications without PID numbers cannot and will not be accepted.

**Where can I find my PID number:**

Please click in the following link: <http://157.150.196.220/hcrs/jsp/searchPid.faces>

**Do I need a Social Security Number in order to apply for a work permit?**

No. In fact, a derivative G-4 visa holder can only obtain a Social Security Number with the authorization of the United States Citizenship and Immigration Service USCIS (authorization is granted when a work permit is issued).

Please note Social Security numbers are only required once the work permit has been issued and for the purpose of filing income taxes.

**Once I am issued a work permit, can I continue to work if the card has expired?**

No. Employment is only authorized if the applicant holds a valid work permit. Working without a valid work permit constitutes a visa violation.

**If I have already submitted an application to extend my work permit, can I continue to work while the application is pending?**

No, submission of an application does not constitute an authorization for employment. You can continue to work provided your current work permit is still valid.

**Can my spouse work in a different state?**

Yes, provided the spouse holding a derivative G-4 visa, continues to reside with the staff member.