

UNITED STATES MISSION TO THE UNITED NATIONS
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The United States Mission to the United Nations presents its compliments to the Permanent Missions to the United Nations and wishes to provide an outline of the policies and procedures to process Employment Authorization for dependents.

Employment Authorization may be granted for dependents of G-1 and G-3 non-immigrant visa holders for a period of up to three years, and are then renewable in accordance with the provisions set forth in the appropriate bilateral work agreement or de facto reciprocal arrangement between the United States, the corresponding country, and the provisions of 8 CFR § 214.2(g). Dependents must be at least 16 years of age and meet the application requirements outlined by the United States Citizenship and Immigrations Service (USCIS). Additional detailed information can be found on the United States Mission's website at <http://usun.state.gov/about/6632/6639>.

All application packages must include a Diplomatic Note from a Permanent Mission and a point of contact for the application. Other required documentation are the USCIS Form I-765; two copies of USCIS Form I-566; a copy of the applicant's and principal's passport and visa; a copy of the applicant's and principal's arrival record (I-94); and two newly taken passport size photographs with white background, used only for the application for employment authorization.

DIPLOMATIC NOTE

The USCIS forms must include original signatures and endorsement by the Permanent Mission. The passport style photographs should have been taken within the last 30 days and must not have been used for any other U.S. Government document or application.

If the applicant is applying under a de facto reciprocal arrangement, the application package must include a job offer letter from a prospective employer. The job offer letter must be on official company letterhead and include an original signature or seal from the employer and include the dependent's name, position title, description of duties, hours to be worked, salary to be provided, and verification that the dependent possesses the qualifications required for the position.

If an applicant is seeking self-employment, a proposal letter outlining industry of self-employment, duties to be performed, targeted clientele, hours to be worked, projected salary, and advertising methods for his/her services. In addition to the self-employment letter, the applicant must include a detailed resume or curriculum vitae (c.v.) which should include educational background as well as any certifications and/or licenses required for the proposed self-employment.

If the applicant is a student age 21 or 22, they must be enrolled in an accredited post-secondary educational program leading to matriculation, and also provide proof of full-time enrollment via an original letter from the college or university's registrar's office. For the purposes of employment authorization, full-time is considered 12 or more units. Please note that some bilateral work agreements also allow for students aged 23 or 24 to apply for employment authorization.

If an applicant has a mental or physical disability, an application package must include a letter from a physician documenting the disability and confirming that the applicant is dependent on his/her parent.

When renewing employment authorization documents, the application must include all items needed in the original application package as well as a copy of the expiring Employment Authorization Document (EAD) and copies of federal and state income taxes filed for the authorized employment period. Applicants are reminded that G visa holders are considered non-resident aliens for Federal tax purposes, and therefore must file Federal tax forms 1040-NR or 1040NR-EZ. If the applicant did not work during the authorized employment period, the applicant must include a letter detailing the circumstances for non-employment and a statement confirming that no income was earned and therefore no taxes were owed during the authorized employment period.

If an application is missing any item, it cannot be processed and will be returned to the principal's sponsoring Permanent Mission which will result in delayed processing times. Once a completed application is received, it will be processed and submitted to USCIS in Nebraska. Please note that applications for employment authorization typically take between **6 and 8 weeks** to process. Processing times may **exceed** this duration if USCIS has issued a "Request for Evidence" which is a document indicating that an application for employment authorization requires further attention. Applicants submitting an application for renewal of an EAD are now eligible to begin the application process **90 days** prior to the expiration of the current EAD.

The United States Mission is unable to provide information on the status of an application until **four** weeks after a completed application has been submitted. Information on the status of the application is not available from USCIS prior to this timeframe. Such inquiries should be directed to USUNNYEAD@state.gov and must contain the applicant's name and personal identification number (PID), the principal's employer and date of submission.

The United States Mission to the United Nations avails itself of this opportunity to renew to the Permanent Missions to the United Nations the assurances of its highest consideration.

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