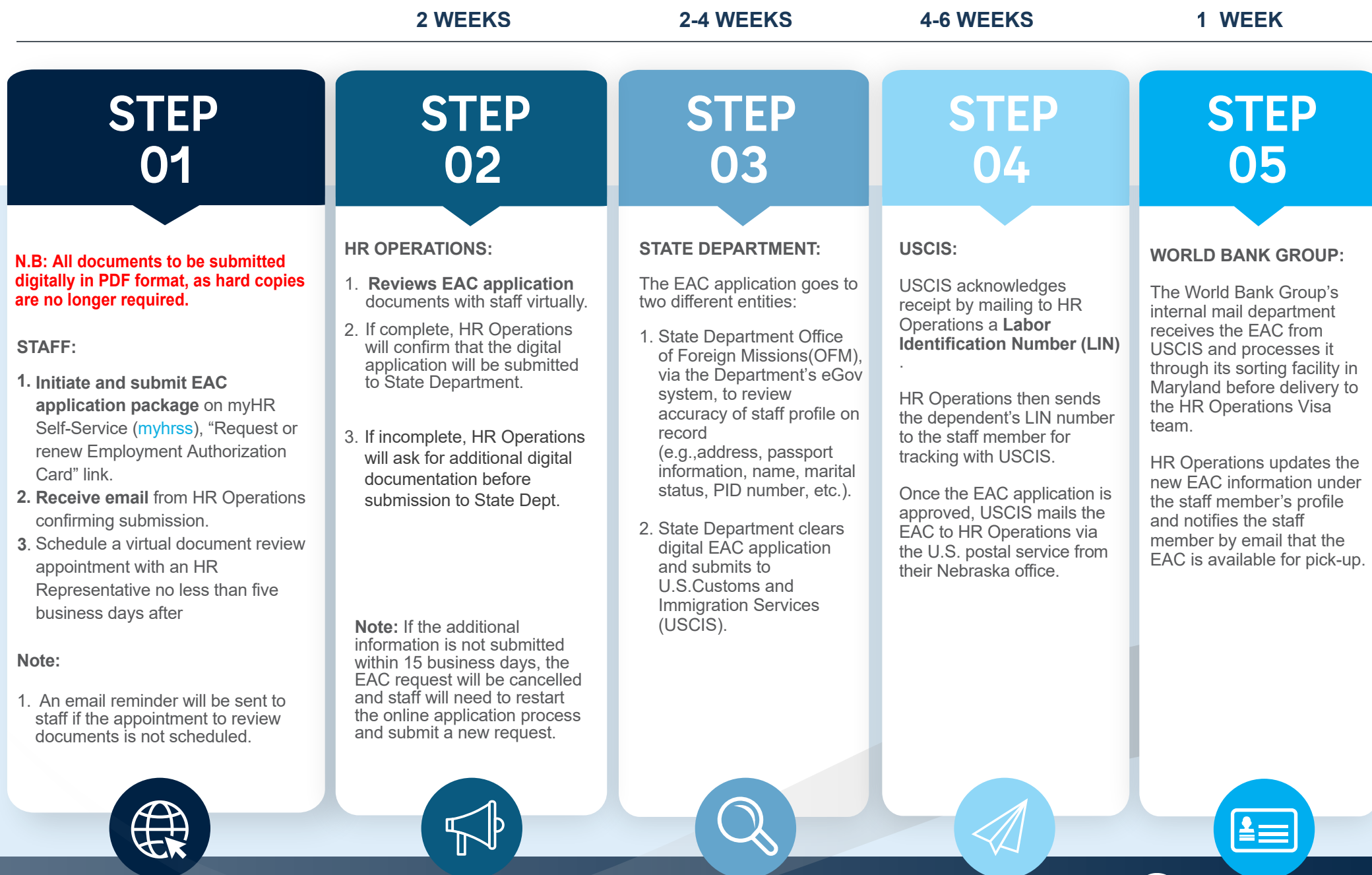


EMPLOYMENT AUTHORIZATION CARD (EAC) PROCESS | AVERAGE PROCESSING TIME = 10-12 WEEKS*

* Denotes standard processing times. Please check the myHR website for anticipated delays or updates.

All paid jobs in the U.S., including international organizations, embassies, and non-profit organizations, require the G4 dependent (spouse and children) to have an Employment Authorization Card (EAC)

For EAC Renewals, staff will receive a reminder email 120 days prior to expiration of the current EAC.



INCONSISTENCY

Prior to applying, staff should verify the accuracy of their personal information, for example address, passport information, name, marital status, PID number, etc. via the Visa Profile on myHR Self Service.

NOTE: Any visa profile changes made will require HR Operations to update the State Department. This can take 5-7 business days (approximately), after which staff can proceed with their EAC application.

TAXES (For EAC Renewal)

- Taxes must cover the entire tax period of the previous EAC.
- Signed state tax forms and federal tax return transcripts should also be included.
- If the applicant filed no taxes because they did not work, a signed and dated letter explaining why taxes are missing should be submitted.
- Dependents must file Form 1040NR NOT form 1040 or 1040A.

EMPLOYMENT LETTERS

Resume

- Mandatory for application

Job Offer Letter

- Must include job description

Self-Employment Letter (if no offer letter)

- Do not list names of companies/clients. They must be generic.
- Do not state, "intend to search for a job".

AVOID THESE COMMON ERRORS



Inconsistency between WBG and U.S. State Department records



Tips for Forms I-566 and I-765



Tax Form Submission for EAC renewals



Photo Specifications



Job Offer / Self-Employment Letter



Passport and G4 Visa

FORMS

- Use only the WBG form versions NOT the ones from the USCIS website.
- Form I-566: Expected "Tour of Duty" end date on form is mandatory. If open ended, use expected retirement date.
- Do not remove pre-filled sections on the forms (e.g., mailing address)
- Forms must be signed in blue ballpoint pen ONLY.
- Forms must be completed electronically. Handwritten forms are not accepted.
- Do not use whiteout pen or correction tape on forms to edit.

PHOTOS

- Taken in the last 60 days and never used before (i.e., in a passport, visa or other form).
- Full color 2x2 JPG photo scanned against a white background at 400 dpi or higher. Vending machine photos will be rejected.
- Taken with a uniform white background.
- No shadows or tinge of any other color in the background.

PASSPORT & G4 VISA

The Passport and G4 visa of the staff and the applicant must be valid for at least 6 months. I.e., the entire duration of EAC application processing by DoS and USCIS.



ADDITIONAL INFORMATION

CHILDREN 21 TO 23 YEARS need:

- Proof that they are full-time students in the U.S.
- Proof of current official transcript and/or an enrollment certificate with the expected graduation date.

HR is required to provide the above documents to the State Department for approval prior to submitting the entire EAC application package.

Note:

- 16-year old applicants in Maryland must submit a labor certificate and job offer. (<https://www.dlir.state.md.us/labor/wages/empm.shtml>)
- Students above 23, with a disability, must submit a medical note. HR must provide the note to the State Department for approval prior to submitting the entire EAC application package. This process is in addition to the 12 week timeline.

SOCIAL SECURITY

(mandatory for U.S. employment):

Options to apply for a Social Security Number (SSN):

1. Indicate on Form I-765, Question 14, that you want an SSN issued as part of the EAC package.

Note:

- The Social Security Card will be mailed to HR Operations NOT to the applicant's residential address.
- HR Operations will inform staff via email upon receipt of Social Security Card.

2. Apply directly at Social Security Office, www.ssa.gov/ssnumber.

CONTACT US



HR Operations Walk-in Support:

Questions? Book an appointment to review the EAC application package with an HR Operations representative prior to submission.



hroperations@worldbank.org
Mon - Fri 12:30 am - 6:00 pm (EST)
Sun 12:00 am - 1:00 pm (EST)



202.473.2222 / 5220+32222