

UNITED STATES MISSION TO THE  
UNITED NATIONS

*Susan E. Rice*  
*Ambassador*

**EMPLOYMENT  
AUTHORIZATION  
PROGRAM**



**HOST COUNTRY AFFAIRS**

140 East 45<sup>th</sup> Street  
New York, NY 10017  
Tel – (212) 415-4037  
Fax – (212) 415-4162

## **INTRODUCTION**

The United States Mission's Host Country Affairs Section was created in 1976 to oversee the mutual obligations of, and to serve as an important liaison between, the world's largest and most prestigious diplomatic community on the one hand, and federal and local government agencies, businesses, and private citizens on the other. The Department of State has delegated to the United States Mission the responsibility of managing our country's relationship with the UN community, including the other 190 permanent missions to the United Nations, as well as the UN observer missions located in New York City.

The Host Country Affairs Section performs a variety of services for the UN diplomatic community and for those involved in the everyday life of the United Nations. A primary function of the Section is to administer the Employment Authorization Program for the UN diplomatic community whereby eligible spouses and dependent children may seek certain jobs in the United States;

## **EMPLOYMENT AUTHORIZATION PROGRAM**

Although employees of the United Nations system and the permanent missions accredited to the United Nations may not accept paid employment in the host country, certain family members may be authorized under certain circumstances to accept employment in the private economy of the United States. Individuals who have been granted this authorization lose any immunity from criminal, civil, or administrative jurisdiction with respect to specific actions arising from that employment. Such individuals are also required to pay federal and state income taxes on any income so earned.

## **REQUIREMENTS FOR SPOUSE**

Provided below are the documents required to obtain a work permit for spouses:

- One copy of form I-566
- One copy of form I-765. Please use US Mission for address
- Two passport photos with straight forward pose, on a white background.

- One copy of a current government ID for the applicant. You may submit a photocopy of a visa, passport or US drivers license.
- One copy of the front and back of the form I-94 for the applicant.
- One copy of the front and back of the form I-94 for the staff member.
- An original job offer for all G3 and G4 visa holders. G1 visa holders from countries with which the U. S. has a DeFacto Employment Agreement must also submit job offer letters.

## **REQUIREMENTS FOR CHILDREN**

Dependant children are authorized to obtain work authorization starting at the age of 14 to the age of 21. After 21, all children are required to submit an original letter from their college or university showing proof of current registration, enrolled full time, with an expected date of graduation. Students that meet these requirements may work until the age of 23.

Exceptions to this rule apply to children on G1 visas from those countries with which the US entered bilateral agreements prior to 1988. Pre 1988 bilateral agreements entitle dependant children to work until the age of 25. However, all children are required to provide proof of college enrollment as described above after the age of 21. Provided below are requirements for dependant children:

- One copy of form I-566
- One copy of form I-765. Please use US Mission for address
- Two passport photos with straight forward pose, on a white background.
- One copy of a current government ID for the applicant. You may submit a photocopy of a visa, passport or US drivers license.
- One copy of the front and back of the form I-94 for the applicant.
- One copy of the front and back of the form I-94 for the staff member.
- An original job offer for all G3 and G4 visa holders. G1 visa holders from countries with which the U. S. has DeFacto Employment Agreement must also submit job offer letters.

- An original school letter for all students 21 or older. Letter must indicate that the student is currently enrolled in full time status and includes an expected date of graduation.

## **REQUIREMENTS FOR RENEWING SPOUSE WORK PERMITS**

In addition to the documents required for spouse, please also submit:

- One copy of previous work permit
- Proof of payment of US income tax for work authorization period. Applicant may submit W2 forms or pay stubs. If self employed you must provide proof by submitting photocopies of cancelled checks. **Copies of tax documents are not required.**
- Submit six weeks prior to expiration of current card

## **REQUIREMENTS FOR RENEWING CHILDREN WORK PERMITS**

In addition to the documents required for children, please also submit:

- One copy of previous work permit
- Proof of payment of US income tax for work authorization period. Applicant may submit W2 forms or pay stubs. If self employed you must provide proof by submitting photocopies of cancelled checks. **Copies of tax documents are not required.**
- Submit six weeks prior to expiration of current card

## **UNITED STATES CITIZENSHIP AND IMMIGRATION SERVICES**

Forms I-566 and I-765 may be downloaded from the United States Citizenship and Immigration Services website at [www.uscis.gov](http://www.uscis.gov). Please be sure to **submit the most recent versions** of the I-566 and I-765 and not photocopies of previous versions. Each form will contain the appropriate instructions. Be sure to submit one copy of each respective form.

## **SUBMISSIONS AND INQUIRIES**

All G4 work permits are coordinated through and should be submitted to the UN Staff Well Being Office, Room S-0505A, telephone number (212) 963-7092. Please do not submit them directly to the US Mission. G4 work permit applications that are submitted directly to the US Mission will be returned to the UN Staff Well Being Office for review and submission. All G4 inquiries should be directed to the UN Staff Well Being Office. Issues regarding inquiries and resolutions will be made to the US Mission by the UN Staff Well Being Office.

G1 and G3 work permits are coordinated through the appropriate Administrative Officer for the Permanent Mission or UN observer office. Administrative Officers may contact the US Mission directly to the telephone number on this brochure.

Work permit applications from G4 visa holders requiring corrections or evidence will be returned to the UN Staff Well Being Office. Applications from G1 or G3 visa holders will be returned to Administrative Officer at the Permanent/Observer Mission. Please be advised all evidence requests contain a deadline, which USCIS should receive the evidence. Deadlines that are missed typically result in a denial of work permission.

## **TIMEFRAME TO OBTAIN A WORK PERMIT**

It typically takes a minimum of six weeks for a work permit application to be adjudicated by USCIS. However, it is requested that inquiries only be made after eight weeks have passed. In most cases any issues requiring resolution have been addressed and resolved within the eight week timeframe.

*Additional information may be found on the US Mission website under the  
Host Country Affairs link.*

*Website – [www.usunnewyork.usmission.gov/host.html](http://www.usunnewyork.usmission.gov/host.html)*