

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.

2 WEEKS

2-4 WEEKS

4-6 WEEKS

1 WEEK

STEP 01

STAFF:

1. **Initiate and submit EAC request** on myHR Self-Service (<http://visa>), "Request or renew Employment Authorization Card" link.
2. **Receive email** from HR Operations confirming submission.
3. Schedule a virtual document review appointment with an HR Representative no less than five business days after
4. **Submit EAC application** package following HR Operations guidance.

Note:

1. An email reminder will be sent to staff if the appointment to review documents is not scheduled.
2. The existing request will be cancelled if the EAC application package is not received. Staff will need to restart the online application process and submit a new request.

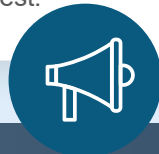


STEP 02

HR OPERATIONS:

1. **Reviews EAC application** documents with staff virtually.
2. **Provides instructions** on how to submit application package to HR Operations (once No.1 is complete).
3. **Acknowledges receipt** of EAC package on submission.
4. **Reviews and responds** to staff by email within a week following receipt of application.
 - If complete, HR Operations will confirm that the application will be submitted to State Department.
 - If incomplete, HR Operations will ask for additional documentation before submission to State Dept.

Note: If the additional information is not submitted within 15 business days, the EAC request will be cancelled and staff will need to restart the online application process and submit a new request.



STEP 03

STATE DEPARTMENT:

The EAC application goes to two different entities:

1. State Department Office of Foreign Missions (OFM) to review accuracy of staff profile on record (e.g., address, passport information, name, marital status, PID number, etc.).
2. State Department clears EAC application and submits to U.S. Customs and Immigration Services (USCIS).



STEP 04

USCIS:

USCIS acknowledges receipt by mailing to HR Operations a **Labor Identification Number (LIN)**

HR Operations then sends the dependent's LIN number to the staff member for tracking with USCIS.

Once the EAC application is approved, USCIS mails the EAC to HR Operations via the U.S. postal service from their Nebraska office.



STEP 05

WORLD BANK GROUP:

The World Bank Group's internal mail department receives the EAC package from USCIS and processes it through its sorting facility in Maryland before delivery to the HR Operations Visa team.

HR Operations updates the new EAC information under the staff member's profile and notifies the staff member by email that the EAC is available for pick-up.



APPROXIMATELY 70% OF EAC APPLICATIONS ARE RETURNED TO STAFF

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

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).
- 2" x 2" official passport photos only. 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.



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



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)



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