

SUBJECT: Update on Dependent Employment Authorization Renewals
Contact: HR Operations

The US State Department recently issued updated application requirements and processing timelines as part of the dependent G-4 [employment authorization renewal process](#). Specific requirement updates are as follows:

- Renewal applicants must **submit federal tax transcripts and signed state tax forms** respective to the place of employment for the current/previous employment authorization card.
- **Tax transcripts** must indicate that taxes were filed using Form 1040NR (<https://www.irs.gov/individuals/get-transcript>). HR Operations encourages dependents to [request tax transcripts](#) for years worked in the US as early as possible to prevent delays in processing dependent work authorization renewals.
- 1040 series forms (e.g., 1040NR) **will not be accepted in lieu of federal tax transcripts** for work authorization renewals.
- If tax transcripts are not yet available, account transcripts showing 1040NR or a submitted amendment may be accepted
- If **self-employed**, a self-employment letter must include proof of previous employment in intended field.
- If submitting a **renewal using a self-employment letter** where no employment was previously secured, applicants must provide a letter explaining what efforts were made to secure such employment to include evidence of advertisement.
- For **first time work permit requests** using the self-employment letter, applicants must include a copy of the advertisement that will be used to announce services offered.

To align with the above updates, World Bank Group Human Resources will be ensuring document compliance for all staff applications.

Renewal applications with active employment continuation/offer letter will be prioritized for processing.

Guidance on processing times

The total estimated processing time is 16-18 weeks for dependent employment authorizations following submission to WBG HR and subsequently to US State Department, and US Citizenship and Immigration Services (USCIS) with renewals being prioritized.

Virtual appointments with the HR Visa Team are available to discuss the employment authorization renewal process and to review application documents with staff prior to submission. General inquiries may also be addressed to HR Operations at 202-473-2222.