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	STEP 02	STEP 03	STEP 04	STEP 05	
STAFF:	HR OPERATIONS:	STATE DEPARTMENT:	USCIS:	WORLD BANK GROUP:	
 Initiate and submit EAC request on myHR Self-Service (http://visa), "Request or renew Employment Authorization Card" link. Receive email from HR Operations confirming submission. Schedule a virtual document review appointment with an HR Representative no less than five business days after Submit EAC application package following HR Operations guidance. Note: An email reminder will be sent to staff if the appointment to review documents is not scheduled. 	 Reviews EAC application documents with staff virtually. Provides instructions on how to submit application package to HR Operations (once No.1 is complete). Acknowledges receipt of EAC package on submission. 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 	 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). 	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.	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.	
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.	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.	Q			



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), afterwhich 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

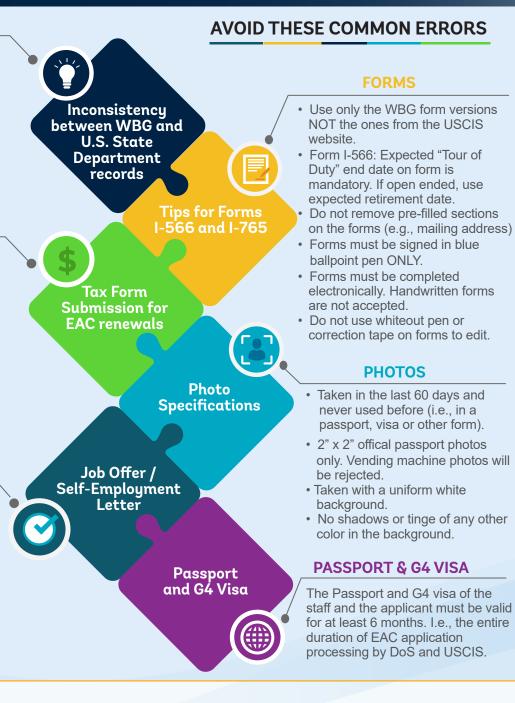
Mandatory for application

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".



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.dllr.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.

 \bowtie

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

November 2022

Page 2