

## EMPLOYMENT AUTHORIZATION CHECKLIST

Applicants for Employment Authorization should ensure they have included all required details in their application package. Please review the attached checklist before submitting your application package. The United States Mission to the United Nations will only submit completed applications and failure to include required information will result the return of the documents for correction and a delay in review by the Bureau of Citizenship and Immigration Service (BCIS). The BCIS requires an average of three weeks to process an application package. Employment may not begin until an applicant receives his/her Employment Authorization Document (Work Permit).

- \_\_\_\_\_ A completed and signed Form I-765. The address of the U.S. Mission should appear on Line 3 “Address in the United States”.
- \_\_\_\_\_ A completed and signed Form I-566. Make sure that the appropriate office has certified and signed Part E.
- \_\_\_\_\_ Two acceptable color photographs. Passport style (straight forward pose).
- \_\_\_\_\_ A copy of a government issued photo I.D. (passport, visa, or driver’s license)
- \_\_\_\_\_ A clear copy of a Form I-94 Departure Record, front and back, for both the Applicant and Principal. (Even if the back is blank)
- \_\_\_\_\_ A letter from a potential employer describing the job and salary. Dependent spouses require offers of employment for skilled positions. Dependent students may only work part-time (20 hours per week), except during school holidays. The Office of Host Country Affairs will, upon request, provide a “Search Letter” that will assist in obtaining a job offer.
- \_\_\_\_\_ Proof of current school enrollment or registration. This must be a full-time program leading to matriculation and a degree (high school or university). The proof of enrollment must include an “expected date of graduation”. English as a Second Language or other short-term programs do not fulfill this requirement.
- \_\_\_\_\_ **For Renewals:** Please submit a photocopy of your expiring employment card and proof of payment of income taxes (photocopy of IRS Form W-2 “Wage and Tax Statement”).

**\*Note Only one copy of Forms I-566 and I-765 is needed.**