

# Employment Authorization Document (EAD) Application Checklist

## June 2017

### **ATTACH ALL THE FOLLOWING DOCUMENTS: HANDWRITTEN FORMS WILL NOT BE ACCEPTED**

- 1) **Typed Form I-566 in duplicate. Two originals are required.** [Sections should be completed as applicable].  
**SIGN EACH ORIGINAL IN BLUE INK.** (*Signatures must be in blue* (PID number is listed on HR Web “My Personal Information”).
- 2) **Typed Form I-765.** [Sections 3 & 16 are pre-filled and should not be changed. Section 11: If your answer is “yes,” then please provide and attach requested data/documentation, including a clear copy of any prior Employment Authorization Documents (“EAD”).] **SIGN IN BLUE INK.**
- 3) **Job offer letter from a current or prospective employer OR a letter of Self-employment. These letters must:**
  - **NOTE REGARDING SELF-EMPLOYMENT:** The Department of State may not approve applications that they believe are being filed so the applicant can search for a job as an employee. A sample letter of self-employment is available online.
  - be on original letterhead of the employer, or, in the case of self-employment, on the applicant’s personal letterhead;
  - provide the job title, position description, and detailed job duties;
  - state the offered salary, or, in the case of self-employment, describe how the applicant will charge for his or her services, including an hourly rate, if applicable;
  - be dated and signed in the last 30 days;
  - **in the case of self-employment, explain how the applicant’s education and/or experience has prepared him or her to perform the job AND explain how the applicant will market his or her services, and provide a list of prospective customer or clients**
- 4) Current resume showing education and/or experience that is related to the proposed employment. Must be consistent with the education and experience referenced in the letter.
- 5) A clear photocopy of the passport ID page of both the principal and applicant.
- 6) A clear photocopy of the I-94 record of both the principal and the applicant. If you were not issued a paper I-94 in your passport, then you can obtain a copy of your I-94 form at [www.cbp.gov/I94](http://www.cbp.gov/I94).
- 7) A clear photocopy of unexpired G-4 visa of both principal and applicant.
- 8) Two never used before passport-size color photographs taken within the last 30 days (photo specifications available on HRWeb). The name of the applicant and “International Monetary Fund” should be printed on the back. Photos must be taken in the last 30 days and should not have been used on any prior applications/documents. **The Department of State will reject any application in which the photographs are identical or similar to the applicant’s picture on his/her passport or G-4 visa.** Please note that the Department of State will not accept photographs in which the applicant is wearing eyeglasses.

### **FOR DEPENDENT CHILDREN, IN ADDITION TO ABOVE-MENTIONED DOCUMENTS, PLEASE PROVIDE THE FOLLOWING:**

- (a) **Unmarried son(s)/daughter(s) ages 21-23 are not eligible for an EAD card unless they are** in full-time attendance at a post-secondary educational institution. Thus, such applicants must submit a signed and sealed original letter from a university official, on university letterhead, certifying that the student is enrolled full-time during the current semester. If the letter is being requested in between semesters, then the letter must confirm that the student is registered for classes, full-time, for the next semester. In cases where the student is in between semesters and has not yet registered for the following semester, then the letter from the university must state the date that the student began his or her full-time studies at the university and provide his or her expected graduation date. In addition, in this instance where the student is in between semesters and has not yet registered for the following semester, the student should also write a letter explaining that he or she plans to register for full-time classes for the next semester.
- (b) **If child has reached 21 years old**, a completed Family Status Justification form is required.
- (c) **If the child is under 17 years old**, a Labor Certificate is required. (Contact your child’s school or your state’s Labor Department to obtain this labor certificate).

### **FOR EAD RENEWALS, IN ADDITION TO THE ABOVE REQUIRED DOCUMENTS, PLEASE ATTACH THE FOLLOWING (SEE OTHER SIDE)**



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### **FOR EAD RENEWALS, IN ADDITION TO THE ABOVE REQUIRED DOCUMENTS, PLEASE ATTACH THE FOLLOWING**

- (a) **A copy of current EAD** (please ensure that the EAD expiration date is legible in the copy). You should submit your request for a new EAD *at least* 120 days before the current EAD expires. Requests for renewals can be submitted to the Department of State up to 180 days before the expiration date.
- (b) **If the EAD card has already expired**, a "To Whom It May Concern" letter detailing the reasons for the delay in renewing the EAD card and employment status during the gap of time is required.
- (c) **Copies of signed federal and state tax return(s) for the period covered by the EAD being renewed**. Your request for a new EAD card will be denied by the Department of State if you do not submit tax returns for every year the prior card was valid. If during a year you did not work and therefore did not file tax returns, then you must prepare and sign a "To whom it may concern" letter, explaining the reason why you were not required to file a tax return during the calendar year(s). The State Department may also reject your application if you did not personally sign your tax returns. We appreciate that some tax returns may only show the signature of the tax preparer. If this is the case, then please sign the copy of the return yourself before submitting it to the Fund but be sure to write your initials and the current date next to your signature.

**If your dependent has filed taxes using a form other than Form 1040NR, then you should consult your personal tax advisor as you will likely need to take steps to immediately file a Form 1040X (Amended 1040 Tax Return) along with Form 1040NR. More guidance for nonresident aliens can be found in IRS Publication 519 "U.S. Tax Guide for Aliens," which includes specific information about filing amended returns for prior years. Our understanding is that all future tax filings should use the 1040NR. Please contact Joyce Reback at 202-623-8141 or at [jreback@imf.org](mailto:jreback@imf.org) for further information.**

**Notes:** The Department of State and US Citizenship and Immigration Services take about six (6) to ten (10) weeks to process employment authorization applications subject to fluctuations. Please note that the application cannot be filed until the dependent is assigned a PID (Personal Identification Number) by the Department of State. The EAD applicant must be present in the US when the EAD application is submitted to the government.

