

16-886

The Secretary of State presents his compliments to the Heads of International Organizations and has the honor to restate certain requirements related to G-4 visa applications, either as part of an initial visa application or for requests for a change into such visa status. This circular note supersedes the note previously issued on this topic, dated June 11, 2014.

When an individual applies for a new G-4 visa outside the United States, or requests a change into G-4 nonimmigrant visa status within the United States, the international organization must provide a note that contains the following information:

- the international organization officer's or employee's name, date of birth, position and title, place of assignment or visit, purpose of travel, a brief description of his or her duties, travel date, and the anticipated length of the tour of duty or stay in the United States; and
- the names, relationships, and dates of birth of any dependents and other members of household who will be accompanying or joining the officer or employee.

Consistent with immigration laws and regulations, the Department may require additional documentation to establish whether a particular applicant qualifies for a G-4 visa.

While this circular note focuses on G-4 application requirements, a note with the same information must also be submitted with any A-1, A-2, C-3, G-1 through G-4, and NATO-1 through NATO-6 visa application and with any request for a change into such visa status. A note is also required for A-3, G-5, and NATO-7 visa applicants. Such a note, however, is generally not required for routine renewals of A-1, A-2, G-1 through G-4, or NATO-1 through NATO-6 visas in the United States.

G-4 Visa Eligibility

The Department wishes to remind and inform the international organizations of the requirements regarding G-4 visa eligibility.

G-4 visas are issued to officers and employees of international organizations designated under the International Organizations Immunities Act. Principals in G-4 status are authorized to work only at a particular international organization and not at any other entity. To be eligible for G-4 status, such individuals are expected to perform services for the international organization on an essentially full-time

basis (at least 35 hours per week) and to reside in the metropolitan area of the office to which they are assigned.

To be eligible for G-4 visa classification for temporary travel of less than 90 days, officers and employees must be traveling to the United States to engage solely in official activities on behalf of the designated international organization.

Immediate family members forming part of the household of G-4 visa holders are generally expected to travel to the United States on the same visa classification as the principal officer or employee whom they are accompanying or following to join.

Department of State,

Washington, June 7, 2016.

A handwritten signature in blue ink, consisting of a large, stylized initial 'R' followed by a horizontal line extending to the right.