**Visas at Headquarters (New York)**

1. UNDP will facilitate, at its own expense, the necessary visas and work permits when the nature of the assignment requires staff members, non-staff and eligible dependents to work in countries other than their own country of temporary or permanent residence.

**G-4 Visa**

1. In cases where United States (US) is the duty station, a G-4 visa is required for non-US staff members, non-staff and eligible dependents taking up post in the US or visiting the US on official mission business. The G-4 visa status is a non-immigrant status granted to persons employed by international organizations while stationed on official business in the US. It is important to note that persons with G-4 visa status are required by US immigration authorities to relinquish any other visa status that they may have previously held in the US. Entry to the US must be on a G-4 visa even if they would normally be admitted without a visa by virtue of their nationality, or they possess a valid visitor’s or business visa. Should an eligible dependent already be in the country on a visa other than a G-4 and not convert to a G-4 visa status within three months of the staff member assuming her/his duties, they will be required to exit the country and travel to a location at their expense where they can apply and obtain a G-4 visa. All immediate family members residing in the staff member's household are required by US law to obtain G-4 visa status and may not remain in any other visa classification.

1. The G-4 visa may be issued to non-US nationals by the US Mission in New York or by US consulates around the world, only upon request by the United Nations Travel and Transportation Section (UNTTS) in New York. The forms to be used for this purpose are form PT.61 for visas to be issued by the US Mission in New York, or form TTS.1 for visas to be issued by US consulates abroad.

1. All requests for G-4 visa, regardless of where the visa is to be issued must be certified by the appropriate certifying officer in the Office of Human Resources unit serving the staff member’s business unit or duty station. The certified request must then be reviewed, signed and endorsed by TSS/GO/BMS who will submit to the UNTTS.

**Eligibility**

1. The G-4 visa status is a non-immigrant status granted to officials of, or persons employed by, international organizations while stationed on official business in the US, as well as to members of their immediate families. Staff members other than US citizens and permanent residents whose duty station is in the US and who are considered international recruits in accordance with the UN Staff Rule 4.5, are required by the US to obtain G-4 visa status on appointment and to relinquish any other visa status in the US that they held previously. Locally recruited staff who are not US citizens or permanent residents may also be eligible for G-4 visa status depending on the circumstances surrounding their presence in the US.
2. A staff member’s spouse and unmarried dependent children under the age of 21 and those entitled to an education grant are automatically considered eligible for G-4 visa status.

1. Other relatives may be eligible for G-4 visa status upon demonstrating close ties and a continuing dependency and residential relationship with the staff member. Their purpose in seeking entry into the US must be to reside with the staff member. Applications by staff members for G-4 visas in respect of family members other than spouses and children less than 21 years of age shall be submitted for review to the UN’s Visa Committee, which may request additional information or clarification. After such review, the UN’s Assistant Secretary-General for Human Resources Management shall decide whether the request should be endorsed and submitted to the US authorities. Staff members shall be informed promptly of the outcome of the review.

1. The G-4 application requirements with respect of family members other than spouses and children less than 21 years of age can be obtained via the United Nations Intranet portal, iSeek, under Forms in the Visa section. Contact [docs-vc@un.org](mailto:docs-vc@un.org) with substantive questions concerning applications for a G-4 visa for family members other than spouses and children less than 21 years of age.

1. Staff members who at recruitment for Professional or higher posts are permanent residents in, but not citizens of, the US must apply for a change to G-4 visa status unless they are exceptionally authorized to retain permanent resident status from the UN’s Assistant Secretary General for Human Resources Management.

**Expiration of G-4 Visa Status**

1. The maximum duration for a given nationality is based on the reciprocity schedules as per the following link: [http://travel.state.gov/content/visas/en/fees/reciprocity-by-country.html.](http://travel.state.gov/content/visas/en/fees/reciprocity-by-country.html)

1. A staff member’s authorized stay in the US expires automatically upon separation from service (which, for the purposes of the present instruction, includes entry into special leave with or without pay) or transfer to a duty station outside the US, even if the G-4 visa stamped in the passport indicates that it is valid beyond the separation or transfer date. In practice, the US authorities allow staff members and their families 30 days after the date of separation or transfer in which to leave the country. If additional time is required, an application must be made in writing to the US authorities for an additional 30-day period or for assistance in seeking a change of visa status from the Immigration and Naturalization Service.

**Separation from Organization or Change in Duty Station**

1. US Authorities do not cancel valid G-4 visas. Officials may only use a valid G-4 visa for re-entry to the United States to resume active duties at HQ or for temporary official business travel on behalf of the Organization. The use of G-4 visas to enter the country for any other purpose is a violation of United States law and may result in removal.
2. All personal or contractual changes must be reported to UN TTS in writing by providing adequate evidence of the reported change or by submission of a revised/updated P.1 form complete with supporting documentation. Separation/arrival of staff or family members must be reported.

1. In addition, the staff member is required to inform the Visa Committee whether the family member(s) will be repatriated or seeking a change in visa status from the Immigration and Naturalization Service.

**Renewal of G-4 Visa**

1. Renewal criteria for a G-4 visa:
   1. National passport is valid for a minimum of six months
   2. Departure date is at least 15 business days later
   3. The current G-4 visa has already expired or is valid for less than 60 days and will expire before the expected return date
   4. A copy of the I-94 record stating duration of service.

1. If the applicant has a new passport they must also submit the old one containing the latest used [G4 visa](https://popp.undp.org/node/3776) [a](file:///C:/Users/moret/Downloads/POPPUpdates/Administrative%20Services/POPP%20DO%20NOT%20TOUCH%20OR%20UPDATE/a)nd a print of the I-94 record (available at <https://i94.cbp.dhs.gov/I94/#/recent-search> stating the 'Admitted Until Date' as D/S and the 'Class of Admission' as G-4.

1. When renewing G-4 visas for dependent family members the principal alien’s visa must be valid when submitting the request.

**G-5 Visa**

1. G-5 visas are issued to foreign domestic workers of staff members holding a G-4 visa (principal alien). Please see [ST/AI/2000/19](https://popp.undp.org/node/3496), [ST/IC/2001/27](https://popp.undp.org/node/4091) and [ST/IC/2014/19](https://popp.undp.org/node/3511) for further information.
2. A valid G-5 visa is required for the household employee to enter the United States. Staff members wishing to obtain a G-5 visa for a household employee are required to submit an application to the United Nations Visa Committee. The UN Visa Committee Information Kit concerning applications for a G-5 visa contains the guidelines, required documentation and forms (refer to Information Concerning G-5 application[).](https://intranet.undp.org/global/documents/hr/Information-Kit-for-G5-Visa-Application.docx) The complete original application should be submitted directly by the staff member to Ms. Roula Eid-Greco, UN Visa Committee, together with a duly completed form TTS.1 which has been certified by the certifying officer in GO/BMS and endorsed by TSS/GO/BMS.

1. For substantive questions concerning applications for a G-5 visa, contact [docs-vc@un.org](mailto:docs-vc@un.org).

**Issuance of G-4 & G5 Visas**

22. For G-4 and G-5 visas to be issued in New York, UNTTS will submit the request to the US Mission, and for those to be issued by the US consulates abroad, the UNTTS will send a cable requesting issuance of the visa to the US consulate where the staff member will pick up the visa. The staff member will be required to complete a visa application form at that location before the visa can be issued. TSS/GO/BMS will inform the applicant when the visa can be collected or dispatch as directed by the applicant.

**Non-US Consular Visas**

23. An entry visa may be required by many countries for staff members entering for UN business purposes even though he/she carries a valid UNLP. In such cases, TSS/GO/BMS will provide assistance in obtaining those visas by advising the traveller, upon request, of the visa requirements as well as providing the application forms. The form PT.158 is used for this purpose. Any required visa fees are reimbursable.

**Responsibilities and Accountability**

Structure Element - Roles & Responsibilities

| **Responsible Party(ies)** | **Responsibilities** | **Remarks** |
| --- | --- | --- |
| Staff Member / Applicant | Check the validity of his/her travel documents as soon as travel is planned to ensure that all are valid for the minimum duration required. | Most consulates require a minimum 6-month validity of the UNLP and/or national passport before granting a visa; US G-4 visa must be valid at least until re-entry date. |
| Staff Member / Applicant | Check with travel agency if any consular visas are required for all countries to be visited for both business and transit purposes. | The cost of photographs required for official travel is reimbursable. At HQ photographs are taken free of charge by the UNDP Visa & Passport desk at HQ in New York. |
| Staff Member / Applicant | Request the issuance of UNLP when official travel is to be undertaken, using form TTS.2. |  |
| Staff Member at HQ / Applicant | Request issuance of US G-4 visa using online forms DS-1648 and PT.61 (2-08) well in advance of departure. | For G-4 visa to be issued in New York, the US Mission requires a minimum of 15 working days from the date the application is received by them from the UNTTS, to the date of staff member’s departure. Timeline is dependent on US Mission. |
| Staff Member / Applicant in CO; HQ SM picking up visa outside the US | Request issuance of US G-4 visa using form TTS.1 well in advance of departure. |  |
| Staff Member / Applicant | Obtain UN Visa Information Kit for household employee G-5 visa application; complete required documentation and forms. | With the exception of the forms to be certified by OHR and UNTSS, the staff member should deal directly with the UN Visa Committee on the issuance of G visas for dependents over the age of 21, secondary dependents and household employee(s)**.** |
| Staff Member / visa holder | Notify visa committee of any change in status (G-4 and G-5 visa holders). | Visa committee must be notified of any change in status or movement of visa holders including dependents holding a G- 4 visa and household staff holding a G-5 visa. |

**Templates and Forms**

[Form PT.61, Form DS-1648 and photograph specifications - Application for US G-4 visa (G-4 visa to be issued at Headquarters/New York)](https://popp.undp.org/node/3776)

[Form PT.63 Request for Change to G-4 Status](https://popp.undp.org/node/4951)

[Form PT.63B Request for Change for G-5 Visa Status](https://popp.undp.org/node/3766)

[Form TTS.1- Request for US G-4 visa (G-4 visa to be issued outside the US)](https://popp.undp.org/node/3711)

[Online Form DS 160 Non-immigrant Visa Application (Must be provided to the US Consular office when applying for G-4 Visa overseas)](https://ceac.state.gov/GenNIV/Default.aspx)

[Form PT.158 Advance Request for Non-US Visa](https://popp.undp.org/node/3781)

[Form P-209 G-4 Visa Application Requirements for Family Members other than Spouse or dependent Children under 21](https://popp.undp.org/node/4751)

[Form P.210 Information Kit for G-5 Visa Application](https://popp.undp.org/node/4521)

[Form P-210A Pre-Notification of a Domestic Worker (G-5 Visa Applicants)](https://popp.undp.org/node/4971)

[Form P-210AA G-5 Employment Contract Template](https://popp.undp.org/node/3761)

[Form P-210B Computation Sheet for the request of a G-5 Visa](https://popp.undp.org/node/4966)

[Form P-312 Clarification of Status of Family Members and Arrival Notice](https://popp.undp.org/node/3811)

[Form P-312A Clarification of Status of Household Employee and Arrival Notice](https://popp.undp.org/node/3811)

[Form P-320 Work Permit for Spouses Holding G-4 Visas](https://popp.undp.org/node/3791)

[Form P-321 Work Permit for Children Holding G-4 Visas](https://popp.undp.org/node/3806)

[Form P-322 Guidance on Applying for Permanent Residency for Children Holding G-4 Visas](https://popp.undp.org/node/4961)

[Form P-323 Guidance on Applying for Permanent Residency for Retirees Holding G-4 Visas](https://popp.undp.org/node/4956)

[ST/AI/2000/19](https://popp.undp.org/node/3496)- Visa status of non-US Staff members serving in the US, members of their household employees, and staff members seeking or holding permanent status in the US

[ST/IC/2013/15](https://popp.undp.org/node/3506)- Eligibility requirements for derivative G status for secondary dependents of UN staff

[ST/IC/2017/6](https://popp.undp.org/node/3881) - Revised definition of “immediate family” for the purposes of the G visa

[ST/IC/2017/8](https://hr.un.org/sites/hr.un.org/files/handbook/IC%20%202017%20-%208%20%5BUS%20Executive%20Order%20suspending%20non-immigrant%20entry%20to%20the%20US%20from%207%20countries%5D.docx) - United States Executive Order dated 27 January 2017 suspending immigrant and non-immigrant entry into the United States of aliens from Iran (Islamic Republic of), Iraq, Libya, Somalia, the Sudan, the Syrian Arab Republic and Yemen