



3 February 2020

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**Information circular\***

To: Members of the staff in the United States

From: The Assistant Secretary-General for Human Resources

Subject: **Visa requirements for United Nations interns in the United States of America**

1. The purpose of the present information circular is to provide information on a diplomatic note received from the United States Mission to the United Nations. The text of the diplomatic note, dated 2 July 2019, is set out in the annex to the present circular. The diplomatic note informs the United Nations Secretariat of changes to the visa requirements for United Nations interns serving in the United States of America.
2. Interns who are not citizens or permanent residents of the United States and who are undertaking an internship in which they would work 35 hours or more per week, must have a visa status that allows them to undertake the internship. The present information circular does not apply to interns undertaking internships in which they would work less than 35 hours per week.
3. Interns already in the United States on a non-immigrant visa status other than a G-4 visa (e.g., an F-1,<sup>1</sup> G-1, G-3 visa, etc.) are responsible for ensuring that they have an appropriate, valid visa and, if required, employment authorization, allowing them to undertake the internship.
4. Effective 1 September 2019, interns must qualify for and obtain G-4 visa status prior to starting the internship if they are not: (a) United States citizens; (b) United States permanent residents; or (c) currently in the United States on an appropriate, valid non-immigrant visa allowing them to undertake the internship.

*Special provisions*

5. Interns who have started their internship, and whose internship will go beyond 1 January 2020, shall obtain a G-4 visa abroad or apply for a change to G-4 visa status within the United States, unless they are: (a) United States citizens; (b) United States permanent residents; or (c) currently in the United States on an appropriate, valid non-immigrant visa allowing them to undertake the internship. If the change to G-4

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\* The present information circular will be in effect until further notice.

<sup>1</sup> Prospective interns in F-1 status who wish to undertake an internship following the completion of their academic programme as part of Optional Practical Training may need to seek a change of visa status to G-4 and should consult their academic institution.



visa status has not yet occurred, such interns and their responsible United Nations entities shall ensure that the G-4 visa is acquired immediately.

*Process for requesting and obtaining a G-4 visa*

6. When an intern requires a G-4 visa, the responsible United Nations entity shall submit a request to the Travel and Transportation Section, Department of Operational Support, using the “Request for United States visa” form (TTS.1).

7. A cable or note from the Chief of the Travel and Transportation Section will be transmitted to the relevant United States Embassy or Consulate requesting the issuance of a G-4 visa to the intern.

8. The responsible United Nations entity shall provide the intern with a separate document that contains the following language: “The tasks to be performed by [name of intern] will be under the direction of the United Nations and the United Nations will exercise supervisory authority over [name of intern]’s assignments.” The intern shall be advised to submit this document along with the visa application package, consisting of a DS-160 application form, a valid national passport issued by the Government of the official nationality and a copy of the cable or note from the Chief of the Travel and Transportation Section to the United States Embassy or Consulate.

9. After starting the internship, the intern and the responsible United Nations entity are required to complete and sign the appropriate induction questionnaire form. The form shall be submitted to the Travel and Transportation Section for the purpose of registering the intern with the United States Mission to the United Nations.

*Completion of internship and G-4 visa*

10. Interns on G-4 visas valid for a period extending beyond the internship with the United Nations are not eligible to remain in the United States and, at their sole expense and responsibility, must leave the country or seek an adjustment of status with United States authorities within 30 days after the last day of the internship.

11. Interns on G-4 visas must abide by the terms and conditions of their admission and comply with departure procedures. Unauthorized use of a valid United States visa issued for service with the United Nations may be a violation of United States law.

12. At the conclusion of the internship, interns and their responsible United Nations entities are required to complete and sign the “Exit interview” form (P.18) and submit it to the Travel and Transportation Section to terminate the interns’ registration with the United States Mission to the United Nations.

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**Annex****Diplomatic note dated 2 July 2019 from the United States Mission to the United Nations addressed to the United Nations Secretariat**

The United States Mission to the United Nations presents its compliments to the United Nations Secretariat and has the honor to inform the Secretariat of changes to the nonimmigrant visa requirements for United Nations interns.

Beginning September 1, 2019, all full-time United Nations interns, other than U.S. citizens and lawful permanent residents, must qualify for and obtain a G-4 nonimmigrant visa prior to participation in a United Nations internship program. Such interns will not be permitted to obtain and enter the United States to participate in a United Nations internship program on a B-1 visa after this date. Any full-time interns currently in B-1 nonimmigrant status may complete their internship without seeking a change of status, provided the internship will be completed no later than January 1, 2020. If an internship will go beyond this date, the intern should apply for a change of status from B-1 to G-4 nonimmigrant status.

The United States Mission to the United Nations notes that this policy change is intended to align United Nations interns with interns of other designated international organizations as well as interns temporarily assigned to missions to the United Nations. The Department of State will be updating guidance in the Foreign Affairs Manual accordingly to eliminate issuance of a B-1 visa for certain UN interns of "H1-B caliber" (9 FAM 402.3-7(D)(2)) and for participants in the United Nations Institute for Training and Research (UNITAR) program (9 FAM 402.2-5(E)(6)).

The United Nations Mission to the United Nations also reminds the United Nations that a cable/note from the Chief of the Transportation Section, United Nations Secretariat is required for all United Nations officers and employees applying for a G-4 visa, including UN interns applying for a G-4 visa. G-4 visas are only available for full-time interns at the United Nations Headquarters.

In addition, the United States Mission to the United Nations reminds the United Nations that interns applying for a G-4 visa must have a note that contains either (1) an express statement that the international organization considers the applicant its employee during the internship, or (2) an acknowledgement that the international organization will exercise ultimate authority over the continuation of the intern's assignment and the control and direction of the official duties to be performed for the duration of the intern's U.S. assignment. This requirement may be met by submitting a note from the appropriate United Nations office within the United Nations Headquarters in New York to which the intern is to be assigned, to supplement the cable/note from the Transportation Office.

The United Nations Mission to the United Nations avails itself of this opportunity to renew to the United Nations Secretariat the assurances of the highest consideration.

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