



World Bank Group Procedure

Issuance and Use of G Visas

Bank Access to Information Policy Designation

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Content

This Procedure sets out instructions on the eligibility and use of G Visas.

Applicable to

IBRD, IFC, MIGA, ICSID, IDA

Issuer

Vice President, HRDVP; Executive Vice President, MIGEX; Vice President, CSTVP

Sponsor

Director, CHRDR; Director, HRDCS; Director, HRDPC

SECTION I – PURPOSE AND APPLICATION

- 1.01 This Procedure sets out instructions on the eligibility and use of G Visas.
- 1.02 This Procedure applies to the World Bank Group.

SECTION II – DEFINITIONS

- 2.01 As used in this Procedure, the capitalized terms and acronyms have the meanings set out in (a) WBG Policy: Staff Principles, or (b) below:

A Visa: A category of non-immigrant Visas issued to ambassadors, diplomats, government officials, and their support staff, allowing travel to the United States.

Domestic Worker: A person who is not a United States citizen or Permanent Resident who performs childcare, household tasks, and/or upkeep of a home or surrounding yard on a regular basis in return for wages.

G Visa: A category of non-immigrant Visas issued to Staff to enter the United States to engage in Staff activities. Derivative G Visas may also be issued to Qualified Accompanying Dependents of principal G Visa holder Staff.

G-5 Visa: A category of non-immigrant Visas issued to Domestic Workers of principal G Visa holder Staff.

Permanent Resident: A non-United States citizen who is lawfully authorized to live permanently within the United States.

Personal Identification Number (PID): A registration number issued to all members of a Staff's household by the State Department.

Qualified Accompanying Dependent: Any of the following accompanying dependents of a principal G Visa holder Staff who works in Washington, DC, or is on mission to Washington, DC, for ninety (90) days or more: (a) spouse; (b) unmarried sons and daughters, by blood or adoption, who are recognized by the WBG Institution as eligible for rights and benefits; (c) parent(s) or parent(s)-in-law who are recognized by the WBG Institution as eligible for rights and benefits.

State Department Foreign Affairs Manual: The Foreign Affairs Manual (FAM) and associated Handbooks (FAHs) are a single, comprehensive, and authoritative source for the State Department's organization structures, policies, and procedures that govern the operations of the State Department, the Foreign Service and, when applicable, other United States federal agencies. The FAM (generally policy) and the FAHs (generally procedures) together convey codified information to State Department staff and contractors so they can carry out their responsibilities in accordance with statutory, executive, and State Department mandates. FAM policies related to G Visas can be found [here](#).

United States Department of State (State Department): An executive agency of the United States government responsible for establishing and maintaining United States foreign policy, including the issuance of Visas to non-United States citizens.

Staff: A person(s) holding an appointment under Staff Rule 4.01, "Appointment".

Visa: An endorsement on a passport indicating that the Visa holder is allowed to enter, leave, or stay for a specified period of time in a country.

Visa Waiver Program: A program of the United States government that allows most citizens or nationals of participating countries to travel to the United States for tourism or business for stays of ninety (90) days or less without obtaining a Visa.

World Bank Group or WBG: The common name used for concurrent identification of all of the WBG Institutions.

WBG Institution or Institutions: Any one of the International Bank for Reconstruction and Development (IBRD), the International Development Association (IDA), International Finance Corporation (IFC), Multilateral Investment Guarantee Agency (MIGA), and International Centre for the Settlement of Investment Disputes (ICSID).

SECTION III – SCOPE

G Visas

- 3.01 In order to facilitate the United States government's issuance of G Visas to eligible Staff and Qualified Accompanying Dependents, WBG follows the procedures set out below. WBG Human Resources Operations, G Visa Department, verifies Staff eligibility for G Visas, manages the procedure for the issuance and renewal of G Visas, and ensures strict adherence to related procedures of the United States government (Section XI of State Department Foreign Affairs Manual). Staff and Qualified Accompanying Dependents are responsible for knowing and following all applicable laws, procedures, and regulations related to G Visas.
- 3.02 The G Visa expiration date does not denote the duration of stay allowable, but instead denotes the last date allowable to enter the United States.
- 3.03 The duration of Staff's assignment with the WBG Institution for work in the United States determines the duration of Staff's permissible presence in the United States. Only Staff who have a valid letter of appointment or assignment memo are permitted to reside in the United States. Staff on assignment in the United States for ninety (90) or more consecutive days are registered by the WBG Human Resources Operations, G Visa Department, and receive a PID number.
- 3.04 The G Visa is issued to perform work within the New York and greater Baltimore - Washington metropolitan area, of the United States. Staff seeking to work in the United States but outside of the greater Washington-Baltimore metropolitan area due to extraordinary, time-limited circumstances, coordinate with the WBG Human Resources Operations, G Visa Department..

Eligibility and Use

- 4.01 Staff traveling to the United States to engage in WBG official duties or activities and their Qualifying Accompanying Dependents enter the United States with a G Visa. Staff traveling for WBG official duties or activities and their Qualifying Accompanying Dependents are not permitted to enter the United States under any other Visa category or under the Visa Waiver Program. Staff and Qualifying Accompanying Dependents traveling for personal reasons such as tourism or visiting property in the United States are not permitted to receive or use G Visas for such travel.
- 4.02 Short-Term Temporary (STT) and Short-Term Consultant (STC) Staff with WBG Institution letters of appointment for work in the United States receive G Visas. WBG Human Resources Operations, G Visa Department, registers STT and STC Staff who are on full-time status with the State Department and those Staff receive a Personal Identification Number (PID). To be on full-time status, STT and STC Staff work a minimum of thirty-five (35) hours per week throughout the duration of their contracts. STT and STC Staff working fewer than thirty-five (35) hours per week are on temporary duty and are not permitted to reside in the United States for more than ninety (90) consecutive days. STT and STC Staff on temporary duty are not eligible for registration with the State Department.
- 4.03 Qualifying Accompanying Dependents who receive G Visas are required to obtain work authorization prior to working in the United States. When Staff commences an appointment qualifying them for a G Visa, all of Staff's Qualifying Accompanying Dependents working in the United States on a non-immigrant visa other than the G Visa are required to stop working until they obtain valid work permit(s) under the G Visa. The process may take several months. Accordingly, prior to accepting an employment offer from the WBG Institution, incoming Staff are encouraged to plan with Qualifying Accompanying Dependents' United States employers the accommodation of the Qualifying Accompanying Dependents' unpaid leave of absence or other arrangement. This paragraph does not apply to Qualified Accompanying Dependents who hold A Visas. See Section XI – Related Documents for more information.

G-5 Visas

- 5.01 G Visa holders may employ a Domestic Worker. Domestic Workers enter and work in the United States on a G-5 Visa. Staff and Qualified Accompanying Dependents are responsible for learning and following all applicable laws, procedures, and regulations related to G-5 Visas.
- 5.02 Staff obtain G-5 Visas through requests to WBG Human Resources Operations, G Visa Department. The principal G Visa holder Staff and Domestic Worker execute a WBG Institution-issued written employment contract and provide copies to WBG Human Resources Operations, G Visa Department. The principal G Visa holder Staff signs and abides by a WBG G-5 Visa code of conduct. Staff and the Domestic Worker attend a WBG-organized orientation seminar within three (3) months of the Domestic Worker's employment start date.
- 5.03 The principal G Visa holder Staff ensures that the Domestic Worker schedules and attends an interview with the State Department and subsequently obtains State Department-issued registration cards.

- 5.04 The Domestic Worker is at least seventeen (17) years old, is a Domestic Worker by trade and experience, and is not related to the principal G Visa holder Staff by blood or marriage. The Domestic Worker works only in Staff's home and nowhere else in the United States.
- 5.05 In paying the Domestic Worker, the principal G Visa holder Staff (1) abides by minimum wage and overtime pay laws in the jurisdictions in which Staff resides, (2) uses a WBG-approved provider for payment of wages, (3) does not use cash, check, or any other means of payment for wages, (4) pays applicable employer taxes, the Domestic Worker's cost of transportation to and from the United States for employment start and end dates, and the Domestic Worker's medical expenses, such as insurance premiums, co-payments, deductibles, and out-of-pocket expenses, without deducting such expenses from the Domestic Worker's wages, (5) ensures that the Domestic Worker pays all applicable taxes, including Social Security and Medicare, and (6) does not charge the Domestic Worker for housing or subsistence if the Domestic Worker lives in Staff's home.

SECTION IV – EXCEPTION

None .

SECTION V – WAIVER

With advice from the WBG Human Resources Vice President, or for IFC, the Vice President, Corporate Strategy and Resources, Issuers may waive any provision of this Rule except those which derive from applicable laws in the United States or other applicable jurisdictions.

SECTION VI – OTHER PROVISIONS

None.

SECTION VII – TEMPORARY PROVISIONS

None.

SECTION VIII – EFFECTIVE DATE

This Procedure is effective as of the date on its cover page.

SECTION IX – ISSUER

The Issuers of this Procedure are as stated on its cover page.

SECTION X – SPONSOR

The Sponsors of this Procedure are as stated on its cover page.

SECTION XI – RELATED DOCUMENTS

[Foreign Affairs Manual/Handbook](#)

[United States regulations related to G Visas, 9 FAM 402.3](#)

[Visa Waiver Program \(Travel.State.Gov\)](#)

[World Bank Group STT/STC Visa Compliance](#)

[World Bank Group G5 Visa Compliance](#)

ANNEX(ES)

None.

Questions regarding this Procedure should be addressed to the Sponsor.