

Submission Guidelines for Your Online Application

Create your account:

- ✓ Create an online account with your personal email. You need a strong password and select three security questions with your answers. *Note that your password must have at least 12 characters and must include at least one upper & lowercase letter, a number, and a symbol (i.e. !@\$%^&*), and your answers must have at least 5 characters.*
- ✓ It is important to **remember** your email, the password and answer of your security questions. *Note that the account will be locked after three failed login attempts.* **[RECRUITMENT TEAM CANNOT UNLOCK YOUR ACCOUNT](#)**. Please click "Forget Password" option and answer the three questions correctly to recover your account. If you don't remember the answers of your security questions, you have to create a new account with your new email.

Complete your online application:

- ✓ Log in with your email and password.
- ✓ Complete your online application in English by addressing each required qualification listed in each vacancy announcement with specific information supporting for education, experience, languages, job knowledge, and skills required in the vacancy announcements. **Failure to provide the information, your application may be disqualified for the position.**
- ✓ Upload all of the required documents as listed on the online application for each position. Please ensure the documents are in Microsoft Word, JPG, and/or Adobe Acrobat PDF format. The maximum file size for each document is 3MB.
- ✓ Carefully read all of questions in the online application and answer them concisely and accurately.
- ✓ Click 'submit applications' with agreement in terms and conditions posted on the website before deadlines.

Remark: Information and documents that you completed and uploaded will be saved in the system, and can be used to apply for other positions.

See more information in 'Frequently Asked Questions under topic of Apply for jobs'

Eligibility Clarification: Submit either one of the documents to clarify your eligibility to legally work in this country:

- ✓ **Iraq citizens** – Iraq passport biographical page and or Iraq ID (Jensiya).
- ✓ **Dual citizens (Iraq and U.S.)** - Iraq ID (Jensiya) and U.S. Passport biographical page.
- ✓ **Dual citizens (Iraq and others nationalities)** – Iraq ID Jensiya.
- ✓ **Other nationalities** – Passport biographical page, valid Iraq Work Permit visa, and valid Iraq Residency Permit

Please note U.S. Mission Iraq sponsors the work permit for candidates who apply for Third Country National positions. For the definition of Third Country Nationals, please visit [Who May Apply](#).

- ✓ **AEFM/USEFM/EFM/MOH:** A copy of sponsor's orders showing that your sponsor has an assignment in the U.S. Mission Iraq.

**If invoking AEFM/USEFM with a preference-eligible U.S. Veteran hiring preference, please submit a copy of Form DD-214 – Member 4.*