

- Please include this 3 PAGE form with your E-3 application
- Please submit only one copy of each document
- Documents in **bold**, must be an original documents with original signatures
- All documents must be in the following order
- Please DO NOT STAPLE any of the paperwork
- FEES MUST BE IN SEPARATE CHECKS and FROM A UNITED STATES BANK

Please be aware that it takes **3- 4 weeks** for E-3 application to be processed in the International Office (IO) after receiving a COMPLETE request.

The department contact submitting the application will receive emails when the IO receives the application, when the IO processes and sends the petition to USCIS and when the IO receives the receipt and approval notices.

(d) - Department Responsibility

(b) - Beneficiary Responsibility

REQUIRED DOCUMENTS FOR ALL APPLICATIONS:

- E-3 Department Intake Form** (d)
- E-3 Department Authorization Form** (d)
- Immigration Tracker Intake Form Completed Online** (d)
- E-3 Beneficiary Questionnaire Form** (b)
- E-3 Prevailing Wage and LCA Worksheet** (d)
- Offer letter from department (d)
MUST HAVE START/END DATES, ANNUAL SALARY AND JOB TITLE OF REQUESTED H-1B
- Job Description (d)
- Official University Position Confirmation (d)
MUST COVER DATES OF REQUESTED E-3
 - o Research Staff Appointment - Research Positions
 - o Postdoctoral Research Appointment - Postdoctoral Fellowships
 - o Human Resources Offer Confirmation Letter - Staff Positions
 - o Faculty Appointment Letter - Faculty Positions
- E-3 Actual Wage Memo and Benefits Attestation** (d)
- CV (b)
- Copy of Diploma(s) (b)
- Copy of Transcripts (b)

PLEASE SEE FOLLOWING 2 PAGES FOR REQUIRED DOCUMENTS FOR YOUR SPECIFIC E-3 APPLICATION

DEPENDING ON THE E-3 APPLICATION THE FOLLOWING DOCUMENTS ARE REQUIRED:

AUSTRALIAN NATIONAL OUTSIDE THE U.S.

- Only documents listed on page 1

EXTENSION/AMENDED

- \$320.00 processing fee payable to The Department of Homeland Security (d)
FEE MUST BE PAID BY THE DEPARTMENT
- Copy of Visa Stamp (b)
- Copy of I-94 Card (b)
- Copy of Passport biographical page (b)
- Credential Evaluation - NEW and COS Applications - (b or d)
IF REQUIRED DEGREE FOR THE POSITION IS FROM NON-US INSTITUTION
 - o Credentialing Company Recommendations:
 - Evaluation Service, Inc. <http://www.evaluationservice.net/chicago/>
 - World Education Services (WES) www.wes.org
 - Educational Credential Evaluators (ECE) www.ece.org

CHANGE OF STATUS (COS) FROM F-1

- \$320.00 processing fee payable to The Department of Homeland Security (d)
FEE MUST BE PAID BY THE DEPARTMENT
- Copy of EAD (b)
- Copy of I-20 (b)
- Copy of Visa Stamp (b)
- Copy of I-94 Card (b)
- Copy of Passport biographical page (b)
- Credential Evaluation - NEW and COS Applications - (b or d)
IF REQUIRED DEGREE FOR THE POSITION IS FROM NON-US INSTITUTION
 - o Credentialing Company Recommendations:
 - Evaluation Service, Inc. <http://www.evaluationservice.net/chicago/>
 - World Education Services (WES) www.wes.org
 - Educational Credential Evaluators (ECE) www.ece.org

CHANGE OF STATUS (COS) FROM J-1

- \$320.00 processing fee payable to The Department of Homeland Security (d)
FEE MUST BE PAID BY THE DEPARTMENT
- Copy of DS-2019 (b)
- Copy of Visa Stamp (b)
- Copy of I-94 Card (b)
- Copy of Passport biographical page (b)
- If Subject to 212(e) – 2 year home residency requirement
- Copy of Waiver Recommendation (b)
- Copy of I-612 (b)
- Credential Evaluation - NEW and COS Applications - (b or d)
IF REQUIRED DEGREE FOR THE POSITION IS FROM NON-US INSTITUTION
 - o Credentialing Company Recommendations:
 - Evaluation Service, Inc. <http://www.evaluationservice.net/chicago/>
 - World Education Services (WES) www.wes.org
 - Educational Credential Evaluators (ECE) www.ece.org

CHANGE OF EMPLOYER (COE)/CONCURRENT

- \$320.00 processing fee payable to The Department of Homeland Security (d)
FEE MUST BE PAID BY THE DEPARTMENT
- Copy of W2 or Most Recent Pay Stub from Current Employer (b)
- Employment letter from Current Employer (b)
MUST HAVE RECENT DATE AND CONFIRM EMPLOYMENT START DATE
- Copies of ALL E-3 Approval Notices if issued by USCIS (b)
- Copy of Visa Stamp (b)
- Copy of I-94 Card (b)
- Copy of Passport biographical page (b)
- Credential Evaluation - NEW and COS Applications - (b or d)
IF REQUIRED DEGREE FOR THE POSITION IS FROM NON-US INSTITUTION
 - o Credentialing Company Recommendations:
 - Evaluation Service, Inc. <http://www.evaluationservice.net/chicago/>
 - World Education Services (WES) www.wes.org
 - Educational Credential Evaluators (ECE) www.ece.org

USCIS PREMIUM PROCESSING

- \$1000 check payable to The Department of Homeland Security (b or d)
 - o Will guarantee adjudication (Receipt and Approval Notices) of H-1B petition within 20 days
 - o ONLY an option for COS/COE/Extension Applications

COS/COE/EXTENSION DEPENDENT APPLICATION If beneficiary's dependent(s) are in the U.S.

- Completed form I-539 (b)
- Copy of Dependent(s) Passport Biographical Page (b)
- Copy of Dependent(s) Visa Stamp Page (b)
- Copy of Dependent(s) I-94 Card (b)
- Copy of Marriage Certificate for Spouse – Original and English Translation (b)
- Copy of Dependent(s) EAD Card (b)
- \$300 fee payable to The Department of Homeland Security (b or d)