

- Please include this 2 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. Please be in contact with your department regarding your E-3 application process.

Please collect all the documents relevant to your application and submit them to your department contact.

- (d) - Department Responsibility
- (b) - Beneficiary Responsibility

REQUIRED DOCUMENTS FOR ALL APPLICATIONS:

- E-3 Beneficiary Questionnaire Form (b)**
- CV (b)
- Copy of Diploma(s) (b)
- Copy of Transcripts (b)

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

AUSTRALIAN NATIONAL OUTSIDE THE U.S.

- Only documents listed on page 1

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

EXTENSION/AMENDED

- 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

- 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

- 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

- 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

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)