

- Please include this two-page form with your H-1B application
- Please submit only one copy of each document
- All documents must be in the order that they appear on this checklist
- 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 a minimum of five weeks for E-3 application to be processed in the International Office (IO) after receiving a completed request. The department contact submitting the request will receive emails when the IO receives the request, when the IO processes and sends the petition to USCIS and when the IO receives the receipt and approval notices.

### REQUIRED DOCUMENTS FOR ALL APPLICATIONS

#### DEPARTMENT'S RESPONSIBILITY

- Immigration tracker intake form (completed online via TRACKER)
- E-3 Application Cover Sheet
- E-3 Department Authorization Form
- Offer letter from department \*Must have start/end dates, annual salary, and job title of the E-3
- E-3 Prevailing Wage and LCA worksheet
- E-3 Itinerary Letter (please see E-3 Itinerary Example for instructions)
- E-3 Site of Activity worksheet
- E-3 Deemed Export Control worksheet (only page 1 needs to be turned in)
- Official university position confirmation
  - \*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 Benefits Memo
- \$460 Processing fee payable to The Department of Homeland Security
  - \*Fee must be paid by the department, checks only

#### BENEFICIARY'S RESPONSIBILITY

- E-3 beneficiary questionnaire form (online)
- Copies of **ALL** previous E-3 approval notices, if applicable
- CV
- Copy of diploma(s)
- Copy of transcript(s)
- Credential evaluation - ( Required for Overseas, COS and COE applications)
  - \*If the degree required for the position is from non-US institution, the transcript must be translated into English. Example Credential Evaluation Company Recommendations:
    - Evaluation Service, Inc. [www.evaluationsservice.net/chicago/](http://www.evaluationsservice.net/chicago/)
    - World Education Services (WES) [www.wes.org](http://www.wes.org)
    - Educational Credential Evaluators (ECE) [www.ece.org](http://www.ece.org)
- Copy of passport biographical page

**PLEASE SEE FOLLOWING PAGE FOR REQUIRED DOCUMENTS FOR YOUR SPECIFIC E-3 APPLICATION**

**USCIS PREMIUM PROCESSING**

- \$1410 check payable to The Department of Homeland Security (payable by beneficiary or department).  
\*Will guarantee adjudication (Receipt and Approval notices) within twenty days  
Only an option with COS/COE/Extension E3 applications

**AUSTRALIAN NATIONAL OUTSIDE THE U.S.**

- Only documents listed on page 1

**CHANGE OF STATUS (COS) FROM F-1**

- Copy of EAD if applicable (b)
- Copy of I-20 (b)
- Copy of visa stamp (b)
- Copy of I-94 card (b)

If beneficiary once held an E-3:

- Copies of ALL E-3 Approval Notices (b)

**CHANGE OF STATUS (COS) FROM J-1**

- Copy of DS-2019 (b)
- Copy of visa stamp (b)
- Copy of I-94 card (b)

If beneficiary once held a J-1 visa and is subject to 212(e)

- Copy of waiver recommendation (b)
- Copy of I-612 (b)

**EXTENSION/AMENDED**

- Copies of ALL E-3 Approval notices (b)
- Last three pay stubs (scholar will send to IO upon request) (b)
- Copy of visa stamp (b)
- Copy of I-94 card (b)

**CHANGE OF EMPLOYER (COE)/CONCURRENT**

- Copy of W2 from current employer (b)
- Three most recent pay stub from current employer (b)  
(scholar will send to IO upon request)
- Employment letter from current employer (b)  
\* Must have recent date and confirm employment start date
- Copies of ALL E-3 approval notices (b)

**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)
- \$370 Fee payable to The Department of Homeland Security (payable by beneficiary or department)
- Copy of marriage certificate for spouse- original and English translation (b)
- Copy of birth certificate for children- original and English translation (b)