

- Please include this two-page form with your E-3 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. **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.

REQUIRED DOCUMENTS FOR ALL APPLICATIONS

- E-3 beneficiary questionnaire form (online - please wait for prompt from IO Advisor)
- Copy of passport biographical page
- 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.evaluationservice.net/chicago/
 - World Education Services (WES) www.wes.org
 - Educational Credential Evaluators (ECE) www.ece.org

If you once held a J-1 visa and are subject to 212(e)

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

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

USCIS PREMIUM PROCESSING

- \$1225 check payable to The Department of Homeland Security (payable by you or department.)
 *Will guarantee adjudication (receipt and approval notices) of E-3 petition within twenty days
Only an option with COS/COE/Extension E-3 Applications

AUSTRALIAN NATIONAL OUTSIDE THE U.S.

If beneficiary once held an E-3:

- Copies of ALL E-3 approval notices

CHANGE OF STATUS (COS) FROM F-1

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

If beneficiary once held an E-3:

- Copies of ALL E-3 approval notices

CHANGE OF STATUS (COS) FROM J-1

- Copy of DS-2019
 Copy of visa stamp
 Copy of I-94 card

If you are subject to 212(e) home residency requirement

- Copy of waiver recommendation
 Copy of I-612

EXTENSION/AMENDED

- Copies of ALL E-3 approval notices
 Three most recent pay stubs (send to IO upon request; please wait for IO advisor to email you)
 Copy of visa stamp
 Copy of I-94 card

CHANGE OF EMPLOYER (COE)/CONCURRENT

- Copy of W2
 Three most recent pay stub from current employer
(send to IO upon request; please wait for IO advisor to email you)
 Employment letter from current employer
* Must have recent date and confirm employment start date
 Copies of ALL E-3 approval notices

COS/COE/EXTENSION DEPENDENT APPLICATION

If beneficiary's dependent(s) are in the U.S.

- Completed form I-539
 Copy of dependent(s) visa stamp page
 Copy of dependent(s) passport biographical page
 Copy of dependent(s) I-94 card
 \$370 Fee payable to The Department of Homeland Security (payable by you or your department)
 Copy of marriage certificate for spouse- original and English translation
 Copy of birth certificate for children- original and English translation