

E-3 is for citizens of Australia. The hiring department should complete the E-3 Request Form; attach all supporting documents listed in the checklist; and submit all documents to [Loveness Schafer](#), International Services.

REQUIRED DOCUMENTS

- Copy of approved WorkDay form relating to the position which must provide
 - the position number;
 - an overview of the position;
 - a full job description, including percentage of time to be spent on each responsibility; and qualification requirements.
- Copy of job offer letter
- Request Form ([complete online](#)).
- Employer support ([see sample letter](#)) letter which must (among other things):
 - describe the position’s duties and responsibilities clearly and in detail
 - state the education requirements for the position
 - explain how the employee meets these requirements; and
 - If the employee’s degree is in a “related” field, explain how the degree relates to the main degree requirement and the job functions and make reference to the courses listed in the employee’s transcript.
- Employee’s credentials, including:
 - A copy of the highest diploma related to the job and copy of transcripts
 - Copies of licenses, certificates, board certifications, as applicable
- Resume/CV
- Copy of passport

If employee is currently in the U.S, the following additional documents should be submitted:

- Copy of Form I-94
- Copies of documents evidencing current and previous immigration status such as Form I-797, I-20, or DS-2019

Check in the amount of \$510.00 (department’s responsibility).

Note: An additional \$2,805.00 Premium Process fee is applicable if requesting expedited service (USCIS processes premium service petitions within 15 days). In cases where expedited service is required for personal reasons (e.g.personal travel not required for the job) then this fee is the responsibility of the employee.

If employee is outside US, an E-3 petition is not required. Our office will prepare a visa packet for the department to send to the employee to use to apply for the E-3 at the US Consular office abroad, before traveling to the United States.

Note: Employees who are in the US may opt to have the E-3 processed by leaving the country and returning with a new E-3, instead of filing a petition for change or extension of status.

DEPENDENTS

*Dependents (spouse and/or children under the age of 21) are eligible to apply for E3-D dependent status **if they are physically present in the U.S.** and are requesting a change or extension of status.*

If dependents are outside the U.S, they must apply for E3-D visa at the US Consulate in abroad.

If dependents are in the U.S and in need of dependent status, provide the following documents:

- [Form I-539](#) (Application to Extend/Change Nonimmigrant Status) prepared and signed by the principle dependent requesting a change or extension of status. Please note that information requested in Form I-539 pertains only to the dependent, not the employee. The requested end date must coincide with the petition end date for the E-3 principal.
- [Form I-539A](#), (Supplemental Information for Application to Extend/Change Nonimmigrant Status) must be complete for each additional dependent. Each additional dependent must complete a separate Form I-539A. Parents may sign on behalf of children under 14.
- Copies of dependents' I-94 cards (front and back if card version; retrieve electronic version [here](#))
 - Copies of dependents' passports, including visa pages
 - Copy of marriage certificate (for dependent spouse)
 - Copy of birth certificate (for dependent child)
 - \$470 Filing Fee (\$420 if you file personally online).

*All fees should be in the form of a check or money order made payable to “**Department of Homeland Security**”. All fees for dependents are the responsibility of the employee/dependents.*