E-3 Checklist

THE DOCUMENTS LISTED BELOW ARE REQUIRED OF AN AUSTRALIAN WHO IS SPONSORED FOR AN E-3 VISA, WHETHER THEY ARE CURRENTLY ABROAD OR IN THE UNITED STATES AND WHETHER THEY ARE APPLYING FOR AN INITIAL E-3 VISA/STATUS, OR EXTENDING OR RENEWING THEIR STAY. PLEASE COMPLETE THE E-3 REQUEST FORM AND COLLECT ALL THE SUPPORTING DOCUMENTS LISTED BELOW. SUBMIT ALL DOCUMENTS TO LOVENESS SCHAFER, IN THE INTERNATIONAL SERVICES OFFICE.

☐ Approved copy of HRS print screen
☐ Request Form (complete on-line on our website).
☐ If petition is required, check or money order for $325.00 filing fee, made out to Department of Homeland Security; drawn on a bank or other institution located in the United States. Filing fees are the hiring/sponsoring department’s responsibility.
☐ Copy of job offer letter or contract
☐ A letter from the head of the hiring unit providing a detailed job description, job requirements, salary offered, and the expected period of employment (start and end date). The letter should also explain how the employee meets the requirements for the job. See Sample Employer Letter for E-3.
☐ E-3 beneficiary’s credentials, including copies of diplomas, transcripts, licenses, certificates or other educational credentials. Any degrees obtained outside the U.S. or Australia should be accompanied by a credentials evaluation by a reliable credentials evaluation service which specializes in evaluating foreign educational credentials.
☐ Resume/CV
☐ Copy of Form I-94 (if currently in the US)
☐ Copy of passport
☐ Copy of I-797 (E-3 approval notice as applicable) if requesting an extension; other copies of current immigration documents, if requesting change of immigration status.

Dependents

If the dependents are currently in the US and a petition with USCIS is required, the following documents must be compiled and submitted:
☐ Form I-539 (found on www.uscis.gov website) must be filled out by the E3 dependent
☐ $290.00 check (flat fee regardless of number of dependents) made out to the Department of Homeland Security; employee is responsible for the fee.
☐ Copy of marriage certificate (for spouse); Copy of birth certificate (for child)
☐ Copy of passport
☐ I-94 (if currently in the US)