University of Colorado Boulder

Office of International Education
International Students & Scholar Services
Study Abroad Programs
Campus International Center
Center for Community, Suite S355
123 UCB
Boulder, Colorado 80309-0123
USA

t +1 303 492 6016
t +1 303 492 8057
t +1 303 492 7741
f +1 303 492 5185
w http://www.colorado.edu/oie

Checklist of items needed for E-3 processing at ISSS:

Needed From the Department:

memo from department (see template at http://www.colorado.edu/oie/node/725/attachment)

actual wage form (see http://www.colorado.edu/oie/sites/default/files/attached-files/E3actualwage.pdf)

check to "**Dept. of Homeland Security" (spelled out)** for $325 for E-3 processing fee, *if filing for a change of status or an extension within the USA*. Not required if the employee is obtaining the E-3 visa overseas and gaining E-3 status by entering on that visa.

****To request a check from the PSC, departments have to complete the Payment Voucher and send it to ISSS for a signature. ISSS will have to sign the Payment Voucher (for immigration fees only) and send it to the PSC.**

If requesting Premium Processing (to expedite the processing to 15 days) include another check for the premium processing fee of $1225, payable to "Dept of Homeland Security".

a copy of the signed letter of offer, if this is a new employee. Do not send originals.

Name of employee: _____ Email: _____

Job title: _____

Non technical description of job: Research/Teaching in _____

Provide the occupational title and code that most closely matches this position from the list by doing the following:

- Go to http://online.onetcenter.org
- In the top right corner, under Occupation Quick Search, type in the occupational title here and click enter
- View the list of occupations that match your search entry. Choose the closest sounding title and click on it
- Review the tasks, tools, technology, etc. that is associated with this occupation. If this matches with the position for which you want to hire, indicate here the:

Occupational Title: _____ and the Code (next to the occup. title):_____
(e.g. for Chemists: 19-2031.00 - Chemists)

Address where person will work: _____

Will the employee work off-site (not at the address listed above): Yes No
(Do not include attendance at workshops, conferences, seminars, fieldwork sites, or sites where the employee will be for less than 30 days in the calendar year).

If Yes, complete address where the employee will work off-site for more than 30 days in a calendar year: _____

Full time: Yes No. If not full time, indicate no. of hours/week: _____

Wages/year: _____

Dates of intended E-3 employment (E-3 start/end dates, not necessarily the dates of contract):_____

Fedex Services:

If the Department wants the petition to be fedex'd, please provide the following:

Fedex Account Number: _____ SpeedType: _____

Indicate if you want the H-1b petition to be:

Fedex'd to USCIS Fedex FROM USCIS back to ISSS:

For more information about the E-3 visa, please see http://www.colorado.edu/oie/cu-boulder-hiring-departments/e-3-information-and-forms

****FOR CHANGE OF STATUS OR EXTENSIONS, PLEASE PAY ATTENTION TO THE INFORMATION ABOUT PROCESSING TIMES AT:** http://www.colorado.edu/oie/h-1b-overview/processing-time-h-1be-3-status

Scholar Name: _____

All other names used (aliases, maiden name, names from previous marriages):

_____

Date of birth/country of birth: _____ Province of Birth:_____

Citizenship: _____ **Any Travel issues**? Yes No

Travel outside the USA while E-3 is pending will result in abandonment of the petition if a ***change of status*** is being requested. Speak w/ ISSS about any travel plans so we can advise accordingly.

IF SCHOLAR WILL OBTAIN E-3 VISA OVERSEAS AND THEN ENTER THE US TO BEGIN/EXTEND EMPLOYMENT AT CU IN E-3 STATUS:

The scholar will need to have the following to apply for the E-3 visa:

- ✓ Evidence of Australian citizenship
- ✓ Copy of the Labor Condition Application (LCA) – This will be provided by ISSS upon receipt of the E-3 Memo and Actual Wage form as mentioned above
- ✓ Evidence of qualifying credentials (academic diplomas)
- ✓ Job offer letter establishing that the scholar will work in a specialty occupation and that s/he will be paid the actual or prevailing wage

NOTE: There will only be 10,500 E-3 visas available in any given year, so there must be a visa number available for the scholar to obtain E-3 status.

Documents Needed From the Scholar if the scholar is already in the U.S. and we are processing for a change of status or an extension:

Prior Immigration Status Held:

Were you ever on an J visa program (J1 or J2)? Yes No

If Yes, please provide the SEVIS ID Number(s) for the J program: _____

Provide the dates when you held J1 or J2 status: _____

Were you ever subject to the 2 year home residency rule if on a J visa? Yes No

Were you ever on an F1 visa program Yes No

If Yes, please provide the SEVIS ID Number(s) for the F program: _____

Have you ever had an Employment Authorization Document? Yes No

If Yes, please provide the EAD Number: _____

If currently an E-3, E-3 receipt number: _____

If currently in the US:

Date of most recent arrival _____ I-94#:_____ Current status: _____

Date Status Expires: _____

Passport Number: _____ Issue date: _____Expiration date _____

Current US address if already in the US: _____

If Scholar is currently overseas, or needing to get a visa from overseas (consular notification):

Consulate where you will apply for visa (city, country): _____

City where consulate is located: _____ Country: _____

Foreign address if obtaining the visa overseas: _____

Information about Educational background:

If you obtained your graduate degree in the US, provide the following:

Name of university you graduated from: _____

Date degree awarded: _____ Type of degree: [ ] Masters [ ] Ph.D.

Address of your university: _____

Submit the following items to ISSS:

2 copies of your highest level diploma. Include a translation into English, if appropriate. Transcripts are needed if the field of study is not listed on the diploma.

If your diploma was obtained outside the US, you must provide a **Credential Evaluation, to confirm that your foreign degree is similar to a US degree. The company you use should be a member of the National Association of Credential Evaluation Services (NACES). See http://www.naces.org/

2 copies of your CV (optional)

If currently in the U.S., 2 copies of current I-94

2 copies of all prior E-3 approval notices, if appropriate

2 copies of most recent paycheck if currently on an E-3 with another employer

2 copies of visa stamp in passport, if currently in the US

2 copies of passport page showing photo, date of birth, expiration date of passport

2 copies of J waiver approval notice, if previously subject to the J1 2 year residency rule

2 copies of your DS2019s, if you were ever on a J1 or J2 program

2 copies of all previous J visa stamps, if you were ever on a J1 or J2 program

2 copies of EAD card (if you were on OPT, J2 work permission, or other work permission)

2 copies of I-20s (front and back), if you were ever on an F1 program

If You have Dependent Family Members (spouse/children):

Are your dependents currently in the US? Yes No

Do they need to change/extend to E-3D status? Yes No

(**applicable **only if your dependents are currently in the U.S.**)

If yes, include the following documents:

1 original completed I-539, plus 1 copy (download from www.uscis.gov). This should be completed by your spouse and children; one form for all family members. **DO NOT INCLUDE YOURSELF.** Sign the original in BLUE INK.

Processing fee of $290, made payable to "Dept. of Homeland Security". (This fee covers all family members listed in the I-539.)

2 copies of each family members' immigration/passport documents. Include passport page with expiration date, visa page, I-94, all immigration documents.

2 copies of marriage certificate, translated into English, for your spouse.

2 **copies** birth certificates for each child listed, translated into English.