

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 \$460.00 (department’s responsibility).

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)
- \$370 Filing Fee (one fee regardless of the number of dependents).
- \$85 Biometric Services Fee for EACH dependent. The dependent applicant and co-applicants must each pay a biometric fee.

*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.*