



## **E-3 APPLICATION INSTRUCTIONS**

### **CONSIDERATIONS:**

1. The E-3 is an employment-based status for Australian citizens, which may be requested for an initial period of up to 2 years. It may be renewed for additional 2 year intervals indefinitely provided the employee in E-3 status is able to demonstrate that he/she does not intend to remain or work in the U.S. permanently.
2. An application for an E-3 should be made at least 3-4 months before the person is scheduled to begin work. The Department of Labor can take up to 2 months to process the prevailing wage determination and 2 weeks to process the Labor Condition Application (LCA) for the E-3 and visa wait times at U.S. consulates can vary depending on how busy they are and if a security clearance is required.
3. The Department of Immigration Services at OHSU charges a fee of \$300 to prepare all E-3 applications through the Consular Office. The fee for preparing an extension or change of status in the U.S. via USCIS is \$950.
4. USCIS charges a \$460 filing fee for all E-3 applications filed in the U.S. The check should be made out to the Department of Homeland Security. If the applicant will be applying at a U.S. consulate abroad for E-3 status we don't need a check for the \$460 filing fee.

### **LIMITATIONS:**

1. E-3 visas can be obtained at a U.S. consulate located outside of the United States or a nonimmigrant already in the U.S. may apply for a change of status to the E-3 category or for an extension of E-3 status.
2. E-3s are only available to Australian citizens and there is an annual limit of 10,500 visas
3. An E-3 requires a bachelor's or higher degree in the specific discipline or its equivalent as a minimum entry into the occupation in the United States.
4. If the position requires a license the E-3 candidate must submit proof of the requisite license or official permission before the E-3 visa will be granted.
5. A nonimmigrant physician that intends to provide patient care or receive clinical training is required to have passed all three steps of the USMLE, have a valid ECFMG certificate, and have a valid Oregon Medical License before applying for an E-3 visa.

6. A nonimmigrant healthcare worker, other than a physician, must obtain a healthcare worker certification before applying for an E-3 visa. This certification can be obtained from CGFNS International ([www.cgfns.org](http://www.cgfns.org)).
7. Prior to filing an E-3 visa application, a Labor Condition Application must be approved based on position category. The U.S. Department of Labor sets a prevailing wage and the candidate's salary must be at least 100% of the prevailing wage.
8. An E-3 is employer specific, therefore, an E-3 employee cannot change employers without first obtaining a new E-3 for the new employer.
9. If an E-3 employee wants to change positions, location or number of hours worked at OHSU he/she must first contact the Department of Immigration Services (DIS) to determine if new paperwork needs to be completed.

### **INSTRUCTIONS:**

1. The E-3 Checklist sets out the documents that are required to file an E-3 application. Check off each item and include this Checklist with the required documents and send to the Department of Immigration Services by e-mail to [ويا@ohsu.edu](mailto:ويا@ohsu.edu) or by campus mail to mailcode: L453.
2. Answer all questions on the Position Description Form, Actual Wage Request Form, Deemed Export Questionnaire and E-3 Candidate Information Form. If the question does not apply, please put N/A. Failure to fully complete the above forms will result in a delay in processing. Please forward the completed forms with the E-3 Checklist.
3. All documents submitted in support of the E-3 petition must be in English. If a document is in a foreign language, it must be accompanied by a certified translation. The translator may not be the E-3 candidate or a member of the E-3 candidate's family. A signed certification and translation will be required for each document translated.
5. The E-3 regulations require a credentials evaluation to be done to determine that the foreign degree is equivalent to the required U.S. degree if the candidate's degree is not from a U.S. or Australian institution. If you need a recommendation for a credentials evaluation service please contact us at [ويا@ohsu.edu](mailto:ويا@ohsu.edu)
6. If the E-3 candidate is planning on having immediate family members accompany him/her to the U.S., they must obtain E-3 dependent visas at a U.S. Consulate. Dependents must establish that a relationship exists (i.e. marriage/birth certificate) and that the spouse/parent is a recipient of an E-3 visa (i.e. copy of the principal E-3's passport and E-3 visa) An E-3 spouse may apply for employment authorization with U.S. Citizenship & Immigration Services upon his/her arrival in the U.S.
7. DIS **must** be notified in advance if, for any reason, the E-3 employee ends his/her stay at OHSU or changes his/her employment status (i.e., change in FTE, change in job duties, etc.).

## CHECKLIST FOR E-3 APPLICATIONS

- Completed Position Description Form, Actual Wage Request Form, and E-3 Candidate Information Form
- Deemed Export Questionnaire available at <http://www.ohsu.edu/xd/education/international-affairs/export-controls/loader.cfm?csModule=security/getfile&PageID=2579052>
- Check for the application filing fee made payable to the Department of Homeland Security, Nebraska Service Center, 850 Street, Lincoln, NE 68501, in the amount of \$460 (cannot be from E-3 candidate). You must use vendor # 156576 on the Disbursement Request and include the beneficiary's name in the "purpose of payment box" when requesting the check from Accounts Payable. **We only need a check if the applicant will be applying in the U.S. If the applicant will be applying at a U.S. Consulate abroad we do not need the check.**
- There is a processing fee of \$300 or \$950 (if filed in the U.S.) to prepare the E-3 paperwork. Please provide the following information so we can bill your department.  
**Alias #:**  
  
**FAID#:**
- Copy of current Curriculum Vitae/Resume
- Copy of degrees (with certified English translations, if applicable). E-3 applicant will need certified copies of his/her degrees for the visa interview
- Copy of Credentials Evaluation or request to have a Credentials Evaluation done
- Copy of license, if applicable
- Copy of healthcare certification, if applicable
- Copy of exam results, if applicable
- Copy of offer letter with acceptance

- Copy of passport identification and extension pages
- Person to contact in Department (include name, phone #, and mail code)

***If applying for a change of status, also include the following:***

- Copy of all I-20s, IAP-66/DS-2019s, H-1 approval notices, employment authorization documents, etc. ever issued
- Copy of waiver of two-year return (if applicable)

## **E-3 CANDIDATE INFORMATION FORM**

Last/Family Name:

First/Given Name:

Middle Name:

All Other Names Used (including maiden names, and names from all previous marriages):

Date of Birth:

Country of Birth:

City/Province of Birth:

Country of Citizenship:

Country of Permanent Residence:

Foreign Address you would like your E-3 application sent to:

Home Address if already in the U.S.

Telephone number:

E-mail Address:

U.S. Social Security Number (if applicable):

Which U.S. consulate will you apply for your visa at:

## POSITION DESCRIPTION FORM

Job Title:

Rate of Pay:

Hourly Work Schedule (i.e. 8am-5pm)

Will Travel be Required in order to Perform Job Duties, If yes please explain:

Are there any other Working Conditions that Effect Rate of Pay (i.e. nightshift, hazard pay, etc.):

Will work be performed in multiple worksites, if yes please list (other than the Marquam Hill campus):

Job Description:

College Degree Required:

Specific Specialty (Chemistry, Biochemistry, etc.):

Special Requirements of the Job:

Years of Experience Required:

Years of Training Required (training may include but is not limited to programs, coursework, or training experience, other than employment.):

Number of employees she/he will supervise:

Is a license required for this position:

Dates of proposed employment:

\_\_\_\_\_  
Department Signature

\_\_\_\_\_  
Date



## ACTUAL WAGE REQUEST FORM

In order to prepare the Actual Wage Rate Memorandum, which is kept in the file and is a requirement for an E-3, we need the following information:

1. Number of employees in the same position/classification as the E-3 candidate in the Department.
2. Salary range for the position;
3. Any special criteria involved in determining the proper wage.

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Department Signature

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Date

**CERTIFICATION BY TRANSLATOR**

I \_\_\_\_\_, certify that I am fluent in  
the English

and \_\_\_\_\_ languages, and that the  
attached

document is a complete and accurate translation of the document entitled

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

\_\_\_\_\_

Street Address

\_\_\_\_\_

City, State, Country, Postal Code

**CHECKLIST FOR E3 DEPENDENT APPLICATIONS TO BE  
PROCESSED IN THE U.S.**

- Completed Form I-539 available on the USCIS website at [www.uscis.gov](http://www.uscis.gov) under forms
- Check made payable to Department of Homeland Security, in the amount of \$370
- Copy of E3 approval from USCIS if applicable
- Copy of DS-2019, I-20, Employment Authorization Card if applicable
- Copy, both sides, of all Form I-94s if currently in the U.S.
- Copy of passport identification and extension pages
- Copy of passport visa (if applicable)
- Copy of marriage certificate for spouse and birth certificate for children with English translations