

## E-3 Request Form

E-3 beneficiary: \_\_\_\_\_ Intended dates: \_\_\_\_\_ to \_\_\_\_\_

*\*Please do not use clips, staples, tape, post-its, etc. to bind the documents\**

### Prepare and attach the following documents:

- 1 completed [E-3 Information Form](#)
- 1 completed [Actual Wage Calculation Form](#) and [Actual Wage Statement](#)
- 1 completed [I-94 Record Retrieval Consent](#) (N/A for extensions & amendments)
- 1 copy of each [job ad](#): Work at UH, Star-Advertiser, Chronicle of Higher Ed, etc. (N/A for extensions if same position)

### Also attach the following documents according to the type of request you are submitting:

#### (A) E-3 entry from abroad request:

- 1 copy of [passport biodata and expiration page\(s\)](#)
- 1 copy of offer & acceptance letters (*Note: appointment dates must cover the entire E-3 request period*)
- 1 original labor conditions attestation ([UHPA positions](#) / [HGEA positions](#))
- 1 copy of transcript or diploma for highest degree conferred (must show academic field/major)
- 1 copy of foreign credential evaluation of highest degree by a member of [NACES](#) or [AICE](#) (N/A if degree is from U.S.)
- 1 copy of updated curriculum vitae, including publications list

#### (B) E-3 petition request (change of status, extension, amendment, change of employer, concurrent employment):

- 1 copy of admission stamp and notations from last U.S. entry
- 4 copies of I-94 record ([card](#) issued at last U.S. entry OR [printout](#) from [U.S. CBP's website](#))
- 4 copies of each the following documents, as applicable:
  - If currently in H, E, O, TN, or other work status: All previous [I-797 approval notices](#)
  - If currently in F status: Current [Form I-20](#) AND [Employment Authorization Card](#) (if F-1 OPT)
  - If currently or ever previously in J-1 or J-2 status:
    - All previous [DS-2019s](#), [IAP-66s](#), &/or [J entry visas](#) in passport AND
    - [USCIS waiver approval notice](#) &/or [DOS waiver recommendation](#) (if subject to [212\(e\) residence requirement](#))
- 4 copies of last 3 pay stubs (N/A for change of status requests)
- 4 copies of [passport biodata and expiration page\(s\)](#)
- 1 original + 3 copies of [employer's support letter](#)
- 4 copies of PNF OR offer & acceptance letters (*Note: appointment dates must cover the entire E-3 request period*)
- 1 original + 3 copies of labor conditions attestation ([UHPA positions](#) / [HGEA positions](#))
- 4 copies of transcript or diploma for highest degree conferred (must show academic field/major)
- 4 copies of foreign credential evaluation of highest degree by a member of [NACES](#) or [AICE](#) (N/A if degree is from U.S.)
- 4 copies of updated curriculum vitae, including publications list

#### If family members are changing to/extending E-3D status (see [E-3 Info Form](#)), provide the following:

- 1 completed [Form I-539 application](#)
- 1 copy of each dependent's current [entry visa](#) in passport
- 1 copy of each dependent's admission stamp and notations from last U.S. entry
- 3 copies of each dependent's I-94 record ([card](#) issued at last U.S. entry OR [printout](#) from [U.S. CBP's website](#))
- 3 copies of each dependent's [I-797 approval notices](#) and/or current [Form I-20](#) (as applicable)
- 3 copies of all previous [DS-2019s](#), [IAP-66s](#), &/or [J entry visas](#) for each dependent who has ever been a J-1 or J-2
- 3 copies of each dependent's [passport biodata and expiration page\(s\)](#)
- 3 copies of spouse's marriage certificate / family register showing marital relationship
- 3 copies of each child's birth certificate / family register showing parental relationship

**UH departments submitting E-3 requests must comply with University policies and procedures and with U.S. laws, regulations, and policies. Signatures below indicate the department's recognition of these responsibilities.**

Dept Chair's signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

Dean/Dir's signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contact's name (AO/PO): \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_