



The University of Pittsburgh  
Office of International Services \_\_\_\_\_

## E-3 Check-In and Compliance Form

**PLEASE PRINT NEATLY AND BE SURE TO COMPLETE ALL FIELDS.**

### Biographical Information

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Name: \_\_\_\_\_  
*Family Name* *Given Name* *Middle Name*

Gender:  Male  Female      Marital Status:  Married  Single      Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
*mm* *dd* *yyyy*

U.S. Home Address:

Street Address \_\_\_\_\_

City, State/Province \_\_\_\_\_

Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

### Emergency Contact Information

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Contact Name: \_\_\_\_\_  
*Family Name* *Given Name* *Middle Name*

Relationship to you (e.g., mother, father, brother, etc.): \_\_\_\_\_

City, State/Province \_\_\_\_\_

Country and Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

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## Maintaining your E-3 Status

**PLEASE READ THE FOLLOWING CAREFULLY AND SIGN ON THE REVERSE**

The E-3 category allows aliens who are nationals of the Commonwealth of Australia to come to the United States to perform services in a "specialty occupation." A "specialty occupation" is defined as one which requires the minimum of a bachelors degree.

It is critical that internationals in E-3 visa classification maintain their legal status in the United States. You must be aware of and comply fully with the following:

- Maintain a valid passport at all times, unless exempt from passport requirements.
- Work only for the employer(s) that have obtained an approved E-3 LCA on your behalf.
- Notify the Office of International Services (OIS) immediately of any potential changes to the conditions of your employment BEFORE the change occurs. This includes, but is not limited to, a significant change in your compensation package, changes in your job title, academic department, or day-to-day employment activities, changes in city of employment, changes in number of hours works, and/or any leave of absence.

(over)

- The processing of an E-3 petition is a complex and lengthy process involving multiple government agencies. It is *your* responsibility to ensure that the processing for any extension(s) of your E-3 status is started in a timely manner. You are strongly urged to start the process 6 months in advance of your current E-3 expiration date.
- There is NO grace period for foreign nationals in E-3 status after the authorized period of stay ends. You must petition for an extension or change of status *prior to* the expiration of your current E-3 status. If you resign from your job or are terminated, and you have no other petition currently pending with USCIS, you are considered to be out of legal status.
- Consult OIS for the proper advisement and documentation at least two weeks prior to any international travel.
- Report a change of address to the OIS within 10 days of the change. You should also report the change to other departments throughout Pitt. Finally, you must also notify the USCIS by completing a Form AR-11 or AR-11SR. You can complete this form online by going to <http://www.uscis.gov> and clicking “Change Your Address with USCIS”
- If you are subject to the National Security Entry-Exit Registration System (NSEERS), you must comply with all requirements. Check your I-94 card for a stamp that says “NSEERS” or a number with the letters “FIN” (“FIN” is short for Fingerprint Identification). Comprehensive information regarding the NSEERS program is available at the Department of Homeland Security’s website - <http://www.ice.gov/pi/specialregistration/index.htm>

***Information for Dependent Family Members***

If you have a spouse or minor children in E-3 DEPENDENT visa status, you should be aware of the following requirements for the maintenance of their status:

- Individuals in E-3 DEPENDENT visa status are eligible to apply for an Employment Authorization Document (EAD) E-3 Dependents are not authorized to work in the U.S. without this document.
- Your E-3 DEPENDENT family members MUST file a Form I-539 to extend their E-3 DEPENDENT status when you extend your E-3 status or extend by travelling. E-3 DEPENDENT status does not automatically extend when E-3 status is extended.
- Your children will “age out” of E-3 DEPENDENT status when they turn 21 years of age. Consult your Immigration Specialist in OIS to learn about your child’s options in this situation.

***Additional Information about E-3 visa status***

E-3 status can be granted for an initial period of up to the two (2) years. Extensions can also be granted thereafter in two-year increments.

Please keep in mind that there is a difference between E-3 status and an E-3 visa. E-3 status is granted when a Customs and Border Protection (CBP) Officer issues form I-94 indicating E-3 or an employer receives an Approval Notice (Form I-797) from the U.S. Citizenship & Immigration Services (USCIS) approving the E-3 petition. An E-3 visa is the stamp placed in a foreign national’s passport by the U.S. Department of State (DOS) and is granted for entry purposes only. Even if your visa is valid, if you do not comply with immigration laws regulating your stay in the U.S., you may be considered unlawfully present in the United States and may be subject to deportation.

**IMPORTANT NOTE:** This information is not exhaustive and is subject to change without notice. International employees should contact the Office of International Services (OIS) at 412.624.7120 to arrange an appointment to discuss any questions or concerns related to your legal status in the United States.

The OIS web site, <http://www.ois.pitt.edu>, is an important resource for information regarding your stay in the United States. To remain up-to-date on changes in U.S. immigration law, changes in OIS policies and/or procedures, workshops and information sessions offered by OIS, please visit the site regularly.

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I have read the information above about maintaining my legal status in the United States and understand that I must comply fully with these regulations in order to remain in legal status.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_