

E-3 VISA REQUEST FORM

Scholar's Name (Last, First, Middle):	_____
HR Service Center/Department Representative:	_____
Type of E-3 Petition (Check One):	<input type="checkbox"/> Initial E-3 by U.S. Entry <input type="checkbox"/> Initial E-3 by Change of Status <input type="checkbox"/> E-3 Transfer <input type="checkbox"/> Extension of Status <input type="checkbox"/> Amendment
Application by (Check One):	<input type="checkbox"/> USCIS Mail Filing <input type="checkbox"/> US Embassy Appointment Abroad

Part 1: Information about the E-3 Applicant *(completed by scholar or in collaboration with scholar)*

Date of Birth: _____	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Country of Citizenship: _____	Country of Birth: _____	
Have you ever been denied E-3 classification? <input type="checkbox"/> No <input type="checkbox"/> Yes	Are you in exclusion or deportation proceedings? <input type="checkbox"/> No <input type="checkbox"/> Yes	
List all previous periods of stay in the US below (attach separate sheet if necessary):		
<u>Visa Type</u>	<u>Dates in U.S.</u>	<u>Purpose/Location of Visit</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
Permanent Residence:	· Has an immigrant petition for permanent residence (I-140) ever been filed on your behalf? <input type="checkbox"/> No <input type="checkbox"/> Yes · attach copy of receipt or approval notice	
Permanent Foreign Address:	_____	
Indicate U.S. Embassy abroad if applying for U.S. entry:	_____	
Email Address: _____	Phone Number: _____	
Complete below if currently in the U.S. in a non-immigrant visa status (F, H, J, L, O, TN status, etc.), otherwise skip to Part 3		
Current U.S. Residential Address:	_____	
Current Visa Status: _____	Date Status Expires: _____	
Date of Last U.S. Entry: _____	I-94 Entry Number: _____	
Travel Plans:	· Do you or your dependents have any plans to travel abroad within the next 6 months? <input type="checkbox"/> No <input type="checkbox"/> Yes · travel dates: _____	
Dependents:	· Will any dependents (spouse and/or children under 21 currently in the U.S.) apply for E-3D status? <input type="checkbox"/> No dependents, or dependent(s) will apply for E-3D visa at U.S. embassy abroad <input type="checkbox"/> Yes · complete I-539 dependent application checklist (see ISSO website)	

Submit hardcopy E-3 packet to ISSO by drop off or mail (campus box 0477) at least 3 months in advance.

Questions or concerns? Please contact ISSO at ext. 6-0281

Part 2: Signature of E-3 Applicant *(if currently in the U.S.)*

TRAVEL ADVISORY: ISSO strongly discourages traveling in and out of the U.S. while an E-3 application is pending approval with the U.S. Citizenship and Immigration Services (USCIS). Under certain circumstances, traveling on another visa status or a previous E-3 record could jeopardize obtaining E-3 status with UCSF.

By signing below, I affirm that I understand the above travel advisory.

E-3 Applicant's Signature: _____	Date: _____
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Part 3: Checklist for E-3 Applicant *(attach copies of the following, if applicable)*

<input type="checkbox"/> Passport Page(s)	· Most recent passport biography page(s) with date of expiration shown
<input type="checkbox"/> Diploma or Certificate	· Degree/diploma or certificate required for the position
<input type="checkbox"/> Certified Translation (if not a U.S. degree)	<ul style="list-style-type: none"> · Documents in a foreign language must be submitted with an English translation · The translation can be done by anyone other than the applicant or family member · Include the following statement with translator's signature: <div style="margin-left: 20px;">I, [name of translator] certify that I am fluent in [foreign language] and English, and the attached translation is complete and accurate to the best of my knowledge.</div>
<input type="checkbox"/> Academic Equivalency Evaluation (if not a U.S. degree)	<ul style="list-style-type: none"> · The following credential evaluation services are frequently used by scholars: <ul style="list-style-type: none"> · Josef Silny & Associates, Inc. (http://www.jsilny.com) · Trustforte (http://www.trustfortecorp.com) · World Education Services, Inc. (http://www.wes.org) · See NACES Members for more options (http://www.naces.org)
<input type="checkbox"/> Medical License (if position involves patient care)	<ul style="list-style-type: none"> · License or registration with California Medical Board, or · 2113 certificate for incidental patient care, or · PTAL if clinical trainee within first 24 months of training
<input type="checkbox"/> Curriculum Vitae	· CV with list of publications (if any)
<input type="checkbox"/> Visa Stamp(s)	· All prior U.S. visa stamps issued by a U.S. embassy
<input type="checkbox"/> Most Recent I-94 Card	· Front and back of I-94 admission/departure record in passport (if any)
<input type="checkbox"/> Form I-797(s)	· All prior I-797 approval notices if previously held H, L, O or TN status
<input type="checkbox"/> Form I-20(s)	· All prior I-20 forms if previously held F status
<input type="checkbox"/> Form DS-2019(s)	· All prior DS-2019 forms if previously held J status
<input type="checkbox"/> Employment Authorization Card (EAD)	· If previously held F-1 OPT, J-2 or L-2 status
<input type="checkbox"/> Dependent Application	<ul style="list-style-type: none"> · See checklist on ISSO website · \$290 check payable to "Department of Homeland Security" (sponsoring dept. may pay this fee) · Completed Form I-539 with original signature

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Part 4: Information about the Position (completed by HR Service Center/Department Representative)

UCSF POLICY: Appointment must be academic and full-time (100%). Salary must be on scale with appropriate benefits.

PROCESSING TIMES: Government regulations require the submission of certain documents to the U.S. Department of Labor prior to submission of the E-3 petition to the USCIS. Except in the case of transfers, extensions and amendments, the University can neither appoint nor pay the scholar until E-3 status is granted. Therefore, it is important that departments submit a complete E-3 request package to ISSO at least 3 months prior to the scholar's E-3 employment start date. Please note that the processing of E-3 petitions is not guaranteed due to incomplete E-3 request packages, governmental delays and/or changes in USCIS processing times.

APPOINTMENT CHANGES: A material change in terms or conditions of employment (i.e. change in title, salary, job duties) after approval of an E-3 petition may require the submission of another E-3 amendment petition and approval by USCIS.

Appointment Title: _____	Annual Base Salary: _____
Visa Request Dates: _____	Will salary be paid through UCSF payroll? <input type="checkbox"/> No <input type="checkbox"/> Yes
Minimum education & field of study required for position: _____	
Does the position require someone with more than one year of experience?	<input type="checkbox"/> No <input type="checkbox"/> Yes · How many years? _____
Does this position require any special license (i.e. CA Medical Board license, 2113, etc.)?	<input type="checkbox"/> No <input type="checkbox"/> Yes · Specify: _____
Does the position require supervising other employees?	<input type="checkbox"/> No <input type="checkbox"/> Yes · How many? _____
Is this a Postdoctoral Scholar appointment?	<input type="checkbox"/> No <input type="checkbox"/> Yes · Postdoc experience level? _____
Proposed worksite(s). List all potential UCSF worksites:	
1) _____	
2) _____	
3) _____	
Brief job description:	

Part 5: Endorsements

Sponsoring Department: _____	
HR Service Center Representative: _____	
Faculty/Academic Sponsor: _____	
Department Chair: _____	
Department Chair's Signature: _____	Date: _____
Dean's Signature: _____	Date: _____

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Part 6: Checklist for HR Service Center/Department Representative *(attach the following with this request form)*

<input type="checkbox"/> ISSO Fee Form	· Provide either SpeedType reference or complete Chartstring for recharge
<input type="checkbox"/> Copy of Offer Letter	· UCSF appointment dates may be shorter in length than E-3 visa request dates
<input type="checkbox"/> E-3 DHS Filing Fee Checks	· Provide filing fee check to ISSO only if applying by USCIS mail filing · \$325 filing fee check payable to: "Department of Homeland Security" USCIS - Vermont Service Center 75 Lower Welden Street St. Albans, VT 05479
<input type="checkbox"/> E-3 Support Letter	· Printed on UCSF letterhead & signed by Department Chair
<input type="checkbox"/> Actual Wage Memorandum Form	· Signed by HR Service Center/Department Representative
<input type="checkbox"/> Notice of Intent Form	· Post in two conspicuous locations at all worksite locations · Post for ten consecutive business days at all worksite locations · Posting must take place within 6 months prior to the E-3 start date · ISSO must receive Notice of Intent Form within 30 days of posting
<input type="checkbox"/> E-3 Addendum Form	· Signed by Department Chair

WHERE TO SUBMIT

School of Medicine/Pharmacy/Dentistry/Nursing: Route package directly to the International Students and Scholars Office, Box 0477, 1675 Owens Street. ISSO will forward to the Dean's Office for signature after initial review.

Other Divisions: Obtain the concurrence of the Associate Dean for Academic Affairs on the department letter and on this form before delivery to the International Students and Scholars Office.