

REQUEST FOR E-3 EMPLOYEE STATUS

Like the H-1B visa, the E-3 visa is for specialty occupations requiring at least a bachelor's degree in a specific field of endeavor; unlike the H-1B visa, the E-3 visa is set aside for citizens of Australia. The questions in this form relate directly to the Labor Condition Application (LCA) filed with the US Department of Labor and the Form I-129 filed with the US Department of Homeland Security. All questions must therefore be answered as precisely as possible.

THIS FORM MUST BE COMPLETED BY THE HIRING/SPONSORING DEPARTMENT, EXCEPT FOR SECTION III, WHICH MUST BE COMPLETED BY THE SPONSORED EMPLOYEE. Please type or print in block letters, and enter all dates in *mm/dd/yy* format. Once completed, submit to Loveness Schafer (Associate Director, International Services) accompanied by the necessary attachments, forms and fees as listed on the [E-3 Checklist](#). Please submit the request about 6 months before the proposed beginning of employment to allow for adequate processing time.

SECTION I: GENERAL INFORMATION

1. Employee's name: _____
(Family/Last) (First/Given) (Middle Name)
2. This request is for:
 - Consular Process (employee is currently abroad; Form I-129 will not be filed with DHS)
 - Change of Status (employee is in the U.S. in a different non-immigrant status)
 - Change of Employer (employee has E-3 filed by another employer and will leave the other employer)
 - Extension of Stay (employee has E-3 status sponsored by LSU; employment contract has been renewed)
 - Amendment (employee is in E-3 status at LSU; terms of employment will change)
 - Concurrent E-3 (employee has an E-3, needs another E-3 for additional employment)
3. If request is for change of employer, what is the employee's last day with the current employer? _____
4. The requested period of E-3 status is from _____ to _____
Note: an E-3 is granted for 2 years at a time and may be granted (i.e. extended) indefinitely.

SECTION II: DEPARTMENT INFORMATION

1. Host Department: _____
2. Campus address: _____
3. Name of Administrative Contact: _____
Phone #: _____ Email address: _____
4. Name and title of supervisor/sponsor _____
Phone #: _____ Email address: _____

SECTION III: EMPLOYEE INFORMATION (To be completed by employee)

Biographical information Sex (m/f): _____ Date of birth: _____ Country of birth: _____ Province of birth: _____ Country of citizenship: _____ Passport number: _____ Passport validity: _____ Social Security Number: _____	Contact information Home phone: _____ Work phone: _____ Email: _____ Local address: _____ _____ Foreign address: _____ _____
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Status information
Date of last arrival in US: _____ I-94 number from last arrival in US: _____
Current immigration status: _____ Status expiration date: _____
Have you ever been denied an E-3 visa or status? () Yes () No
If yes, provide an attachment giving the date that the petition was filed, where it was filed and who filed it.
Have you ever been in J-1/J-2 status? () Yes () No
If yes, attach copies of all DS-2019s as well as any IAP-66s and J-1 visa pages. If subject to Section 212(e), proof of fulfillment OR waiver of two-year home residency requirement will need to be included.
Have you ever applied for a green card (Labor Certification, I-140, or I-485)? () Yes () No
If yes, explain; provide an attachment giving date that the petition was filed, who filed it, and the current status of the petition. Please also attach a copy of government receipt or approval notice.

Travel information*
Are you currently abroad and/or do you anticipate being abroad when the petition is pending? () Yes () No
If yes, provide dates and location of trip, as well as the US consulate (city, country) at which you will apply for the visa stamp (if applicable): _____

Dependent information**
Marital status: _____ Number of dependents (spouse and children under the age of 21): _____
Which dependents (if any) need E-3D dependent status? _____

Lastly, **please attach a statement listing all periods during which you have been employed in the U.S.**

Include dates, employer, position title, and visa classification for each employment.

➔ ***I certify that the information provided in Section III of this form is correct and complete.***

Employee's signature: _____

Employee's name: _____ Date: _____

**If you are abroad, we will mail a certified Labor Condition Application (LCA) to you so that you can apply for an E-3 visa at a US Consulate.*

***If dependents are in the US, you will need to provide dependent documents as listed on the [E-3 Checklist](#). If dependents are abroad, they can simply apply for E-3D visas at a US Consulate.*

SECTION IV: INFORMATION ABOUT THE POSITION

1. Payroll title (include step and state whether position is tenure track or not): _____

2. Is this a research, teaching, administrative, or IT technical position? _____
3. Site of employment: _____
4. Percent time: _____ 5. Wages per year: _____
6. Non-technical description of the position: _____

7. Does employee receive income from another employer? () Yes () No
If yes, please list employer, job title, hours per week and income: _____

8. Employee's present occupation _____
9. Years of experience _____

I hereby certify that the information in this form (Sections I, II, & IV) is correct and complete. I recognize that inaccurate information which is discovered by the USCIS could result into serious penalties for the University. I verify that a description of this position and salary will be posted in a public location for at least 10 working days. I understand that a Labor Condition Application will be filed with the Department of Labor, stating the job title, salary, and dates of employment, and that I will therefore comply with the conditions reported to the Department of Labor. If the employee is dismissed before the E-3 status expires, I agree to pay reasonable transportation costs for the employee, to his/her home country, as mandated in the Immigration Act of 1990.

Department Head's signature: _____ Date: _____

Department Head's name: _____ Phone: _____