

E-3 Request Form

Please submit via UH FileDrop

E-3 worker: _____ Intended dates: _____ to _____

E-3's email address: _____ Premium processing service? No Yes

Prepare and attach the following:

- [E-3 Information Form](#)
- [Actual Wage Calculation Form and Actual Wage Statement](#)
- [Labor Conditions Attestation](#)
- Copy of offer letter (N/A for extensions and amendments)
- Copy of PNF
- [I-94 Record Retrieval Consent](#) (N/A for extensions and amendments)
- Copy of each job ad: NeoGov, Chronicle of Higher Ed, etc. (N/A for extensions if same position)
- Curriculum vitae, including publications list

If this is a request for E-3 entry from abroad, also provide:

- Copy of [passport biodata and expiration page\(s\)](#)
- Copy of transcript and diploma for highest degree conferred (must show academic field/major)
- Copy of foreign credential evaluation of highest degree by a member of [NACES](#) or [AICE](#) (N/A if degree is from U.S.)

Or, if this is a request for an E-3 petition, also provide:

- Copy of current visa in passport
- Copy of admission stamp and notations from last U.S. entry (if available)
- Copy of [I-94 record](#) from CBP's [website](#)
- Copy of each of the following documents, as applicable:
 - If currently in E, H, O, TN, or other work status: All previous Form [I-797A](#) and/or [I-797B](#) approval notices
 - If currently in J status: All previous Form [DS-2019s](#) and/or J [visas](#) in passport (N/A for extensions and amendments) and [USCIS waiver approval notice](#) and/or [DOS waiver recommendation letter](#) (if subject to [two-year residence requirement](#))
 - If currently in F status: Current Form [I-20](#) and [EAD](#) (if on OPT)
- Copy of last 3 pay stubs
- Copy of [passport biodata and expiration page\(s\)](#)
- [Employer's support letter](#)
- Copy of transcript and diploma showing major/field for highest degree conferred
- Copy of foreign credential evaluation of highest degree by a member of [NACES](#) or [AICE](#) (N/A if degree is from U.S.)

If this is a petition request and family members will change to or extend E-3D status in the U.S., also provide:

- [Form I-539 application](#) and [Form I-539A](#) (if applicable) with original signature
- Copy of each dependent's current [visa](#) in passport
- Copy of each dependent's admission stamp and notations from last U.S. entry (if available)
- Copy of each dependent's [I-94 record](#) from CBP's [website](#)
- Copy of each dependent's [I-797A/I-797B approval notices](#) and/or current [Form I-20](#) (as applicable)
- Copy of all previous [DS-2019s](#) and/or J [visas](#) for each dependent who has ever been a J-1 or J-2
- Copy of each dependent's [passport biodata and expiration page\(s\)](#)
- Copy of spouse's marriage certificate / family register with English [translation](#) (if applicable)
- Copy of each child's birth certificate / family register with English [translation](#) (if applicable)

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

Department chair's signature: _____ Name: _____ Date: _____

Dean's/Dir's signature: _____ Name: _____ Date: _____

Reviewed by HR specialist: _____ Email: _____ Phone: _____