

P-3 Request Form

Please submit one-sided copies and do not use paper clips, staples, tape, post-its, etc. to bind the documents

P-3 group/artist: _____ Intended Dates: _____ to _____

Are you requesting USCIS's [premium processing service](#)? No Yes

Prepare and attach the following documents:

- [P-3 Information Form](#)
- Copy of all prior P-3 approval notices ([Form I-797A or I-797B](#)) obtained within the last 7 years
- Copy of [passport biodata and expiration page\(s\)](#) for each group/artist
- Copy of a [background summary](#) detailing career highlights and history with the group for each artist
- Copy of UH unit's [agreement](#) with the group/artist – include (1) rep's signature, (2) daily schedule in U.S., (3) brief descriptions of U.S. events, (4) street addresses of U.S. events, (5) payment of fees, reimbursements, etc.
- Copy of [letters from organizations](#) collaborating with UH to host the events (if any)
- Copy of documentation of the group's/artist's skills in performing, presenting, or teaching the culturally unique art form: newspaper, magazine, and/or journal articles; letters from experts in the performance field, etc.
- Copy of English [translations](#) of the culturally unique documentation (if applicable)

If a P-3S essential support person will accompany the group, also provide:

- [P-3S Information Form](#)
- Copy of [passport biodata and expiration page\(s\)](#)
- Copy of UH unit's [agreement](#) with the support person
- Copy of support letters from organizations collaborating with UH to host the events (if any)
- Copy of letter from group/artist attesting to support person's essential skills and prior services provided to the group/artist

Visa and immigration documents:

- 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 the following documents, as applicable:
 - All previous [Form I-797A and/or I-797B approval notices](#)
 - 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](#))
 - Current [Form I-20](#) [and](#) [EAD](#) (if on OPT)

University of Hawai'i departments submitting P-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: _____