

## 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:**

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

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

- (10) Copy of [passport biodata and expiration page\(s\)](#)
- (11) Copy of transcript and diploma for highest degree conferred (must show academic field/major)
- (12) 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:**

- (10) Copy of current visa in passport
- (11) Copy of admission stamp and notations from last U.S. entry (if available)
- (12) Copy of [I-94 record](#) from CBP's [website](#)
- (13) Copy of each of the following documents, as applicable:
  - (13a) All previous Form [I-797A and/or I-797B approval notices](#) (E, H, O, TN, or other work status)
  - (13b) All previous Form [DS-2019s](#) and/or [visas](#) in passport (N/A for extensions and amendments) and
  - (13c) [USCIS waiver approval notice](#) and/or [DOS waiver recommendation letter](#) (if subject to [two-year residence requirement](#))
  - (13d) Current Form [I-20](#) and [EAD](#) (if on OPT)
- (14) Copy of last 3 pay stubs
- (15) Copy of [passport biodata and expiration page\(s\)](#)
- (16) [Employer's support letter](#)
- (17) Copy of transcript and diploma showing major/field for highest degree conferred
- (18) Copy of foreign credential evaluation of highest degree by a member of [NACES](#) or [AICE](#) (N/A if degree is from U.S.)

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: \_\_\_\_\_

FSIS Received