

International Services Office, Louisiana State University
Baton Rouge Campus, 101 Hatcher Hall
Tel: 578-3191; Fax: 578-1413

REQUEST FOR E-3 EMPLOYEE STATUS

The E-3 visa is for Australian nationals who will hold professional positions in the United States. No more than 10,500 visas can be issued per year. A maximum of 2 years can be requested at one time. The E-3 status may be renewed for 2 year periods indefinitely. A dependent of an E-3 holder (E-3D) can apply for an employment authorization card (EAC) on form I-765 to work in the U.S. Please return this form to Loveness Schafer, Assistant Director, International Services Office (ISO). Please submit the request about 4 months before the proposed beginning date of employment to allow for adequate processing time. The request must be accompanied by the necessary attachments, forms and fees (see checklist). ISO will review, complete, and submit the E-3 application to the United States Citizenship and Immigration Services (US CIS). The questions in this form relate directly to the Labor Condition Application (LCA) and the US CIS Form I-129. All questions must therefore be answered as precisely as possible. Inaccurate information discovered by the USCIS may jeopardize the University's ability to hire professional foreign nationals in the future. Please type or print in block letters.

SECTION I: GENERAL INFORMATION

1. Employee's name _____
(Family/Last) (First/Given) (Middle Name)

2. This request is for:

___ New E-3 (Changing status for someone in U.S. in a different status or for person who is abroad)

___ Extension (Person is in E-3 status at LSU and appointment is being continued)

___ Amendment E-3 (Person is in E-3 status at LSU but terms of employment will change)

3. The requested date of E-3 status is: _____ to _____
mm/dd/yy mm/dd/yy

4. ISO will send the petition by "Certified Mail" only. If you would prefer FedEx, please send pre-printed FedEx bill listing your department as the sender with the FedEx account number and USCIS as the recipient. The address for the USCIS is: 4141 N. St. Augustine Rd, Dallas, TX 75227. We will provide the telephone number when we receive the air bill.

SECTION II: DEPARTMENT INFORMATION

1. Host Department: _____

2. Campus address: _____

3. Employee's supervisor/sponsor _____ Phone _____

Email Address: _____

4. Department's Administrative Contact: _____ Phone _____

Email Address: _____ Fax _____

SECTION III: EMPLOYEE INFORMATION

- 1. Birth Date: _____(dd/mm/yy)
- 2. Country of birth: _____ Province of birth _____
- 3. Country of citizenship: _____
- 4. Sex (M/F) _____ 5. Marital Status: _____ 6. Number of dependents: _____
- 7. Phone number (H) _____ (W) _____ E-Mail Address _____
- 8. Current address: _____
- 9. Social Security Number (if any): _____
- 10. Date of **last** arrival in United States: _____
- 11. I-94 number: _____
- 12. Do you have a valid Passport? () Yes () No
- 13. Passport Number: _____ Date Issued: _____ Expiration Date: _____
- 14. Status on **original** arrival: _____
- 15. Current immigration status (if in U.S.) _____
- 16. Expiration date of current status _____
- 17. If you are abroad or will be abroad at the time E-3 is processed, which city and country will a visa stamp be obtained?

What is your foreign address?

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- 18. Name of spouse and/or children under 21
-
-

- 19. Will dependents mentioned above need E-3D dependent status? _____

- 20. Have you ever been denied an E-3 visa or status? _____

If yes, explain:

- 21. Do you plan to travel outside the U.S. while your application is pending with the USCIS?

() Yes () No If yes, please give dates and location:

- 22. Please attach a statement listing all periods during which you have been employed in the U.S, include dates, employer, and visa classification for each employment:

- 23. Have you ever been in J-1/J-2 status? () Yes () No. If yes, please attach copies of all IAP-66 and J-1 visa pages from passport.

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 or teaching 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? _____

If yes please list employer, job title, hours per week:

8. Employee's present occupation:_____

9. Years of experience:_____

10. Has an immigrant visa petition or labor certification ever been file for this employee?_____

If yes, explain giving date that the petition was filed, who filed it, and current status of the petition:

I hereby certify that the information in this form is correct and complete. I recognize that inaccurate information which is discovered by the USCIS could result into serious penalties for the University.

Department Head's signature:_____ Date:_____

Department Head' s Name:_____ Phone:_____