

Please submit request by scanning documents and saving as one PDF. Send via email to evrequest@northwestern.edu. Check requests must be submitted through Accounts Payable. Please see [E-3 Check Request Process](#) for detailed information.

Processing time for a new E-3 visa application can be up to 3 months after OISS receives a completed request. The department contact submitting the request will receive email notifications when OISS receives the request, when OISS processes and sends the petition to USCIS and when OISS receives the receipt and approval notices.

REQUIRED DOCUMENTS FOR ALL APPLICATIONS

DEPARTMENT'S RESPONSIBILITY

- ☐ E-3 Department Request Form
- ☐ Employment letter from department *Must include requested start/end dates, annual salary, and job title of the E-3
- ☐ E-3 Itinerary Letter - please see [H1B Itinerary Example](#) for a template that is also applicable to E-3
- ☐ Official university position confirmation
 - *Must cover dates of requested E-3
 - o Research Staff Appointment form - research positions
<http://www.research.northwestern.edu/policies/research-appointments/research-staff.html>
 - o Postdoctoral Research Appointment form - postdoctoral positions
<http://www.tgs.northwestern.edu/resources-for/postdocs/appointments/index.html>
 - o Human resources offer confirmation letter **AND** HR job description - staff positions
 - o Faculty appointment letter - faculty positions
- ☐ \$460 Processing fee payable to The Department of Homeland Security

BENEFICIARY'S RESPONSIBILITY

- ☐ Copy of passport biographical page
- ☐ If beneficiary once held, currently holds E-3, copies of **ALL** previous E-3 approval notices
- ☐ If beneficiary once held a J-1 visa, copies of proof of J-1 status such as J1 visa stamp(s), DS-2019(s)
 - ☐ If beneficiary subject to 212(e), copy of waiver recommendation **AND** I-612
- ☐ Updated CV
- ☐ Copy of diploma **AND** transcript for position's required degree and beneficiary's highest degree (In English or with an English translation)
- ☐ Credential evaluation (if degree is not from the US)
 - Credential Evaluation Company Examples:
 - One Earth International Credential Evaluations www.oneearthevaluations.org
 - Evaluation Service, Inc. www.evaluation-service.net/chicago/
 - World Education Services (WES) www.wes.org
 - Educational Credential Evaluators (ECE) www.ece.org
 - Educational Perspectives <http://edperspective.org/>
- ☐ If beneficiary has an approved permanent residency petition, copy of the approved I-140

***The beneficiary will need to complete an online questionnaire through Law Logix. He/she will receive an email from OISS when it is time to complete the questionnaire.

PLEASE SEE FOLLOWING PAGE FOR REQUIRED DOCUMENTS FOR YOUR SPECIFIC E-3 APPLICATION

USCIS PREMIUM PROCESSING

- ☐ \$2500 check payable to The Department of Homeland Security *Must be paid by department

*Will guarantee adjudication (receipt and approval notices) of E-3 petition within twenty days

FOREIGN NATIONAL OUTSIDE THE U.S.

- ☐ \$500 Fraud fee payable to The Department of Homeland Security *Must be paid by department, checks only

CHANGE OF STATUS (COS) FROM F-1

- ☐ \$500 Fraud fee payable to The Department of Homeland Security *Must be paid by department, checks only
- ☐ Copy of EAD if applicable
- ☐ Copy of I-20
- ☐ Copy of visa stamp
- ☐ Copy of I-94 card

CHANGE OF STATUS (COS) FROM J-1

- ☐ \$500 Fraud fee payable to The Department of Homeland Security *Must be paid by department, checks only
- ☐ Copy of DS-2019
- ☐ Copy of visa stamp
- ☐ Copy of I-94 card

EXTENSION AND/OR AMENDMENT

- ☐ Three most recent pay stubs (beneficiary will send to IO upon request)
- ☐ Copy of visa stamp
- ☐ Copy of I-94 card

CHANGE OF EMPLOYER (COE)/CONCURRENT

- ☐ \$500 Fraud fee payable to The Department of Homeland Security *Must be paid by department, checks only
- ☐ Copy of visa stamp
- ☐ Copy of I-94 card
- ☐ Three most recent pay stubs from current employer (beneficiary will send to IO upon request)
- ☐ Employment letter from current employer

* Must have recent date and confirm employment start date

- ☐ Copy of W2 from current employer

COS/COE/EXTENSION DEPENDENT APPLICATION

If beneficiary's dependent(s) are in the U.S.

- | | |
|---|--|
| <input type="checkbox"/> Completed form I-539 (see guide) | |
| <input type="checkbox"/> Completed form I-539A for each additional dependent | <input type="checkbox"/> Copy of dependent(s) current status documents (DS2019, I20, etc.) |
| <input type="checkbox"/> \$370 Fee payable to Department of Homeland Security | <input type="checkbox"/> Copy of previous H-4 Approval Notice(s) |
| <input type="checkbox"/> Copy of dependent(s) passport biographical page | <input type="checkbox"/> Copy/translation of birth certificate for children |
| <input type="checkbox"/> Copy of dependent(s) visa stamp page | <input type="checkbox"/> Copy/translation of marriage certificate for spouse |
| <input type="checkbox"/> Copy of dependent(s) I-94 card | |

BENEFICIARY INFORMATION

Family Name	<input type="text"/>		
First Name	<input type="text"/>		
Email	<input type="text"/>		
Current Immigration Status	<input type="checkbox"/> E-3 <input type="checkbox"/> J-1 <input type="checkbox"/> F-1	<input type="checkbox"/> Dependent (H-4/F-2/J-2) <input type="checkbox"/> Not currently in the U.S.	Is the beneficiary currently employed by Northwestern? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Overseas Address	<input type="text"/>	

DEPARTMENT INFORMATION

	Consulate location for visa interview	<input type="text"/>
NU Department	<input type="text"/>	
Administrative Contact Name	<input type="text"/>	
Email	<input type="text"/>	

JOB INFORMATION

E-3 Job Title	<input type="text"/>		
Does this position supervise/manage the work of other full-time employees?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	How many? <input type="text"/>
Title(s) of supervised employee(s)	<input type="text"/>		

WORKING CONDITIONS

Will travel be required in order to perform the job duties?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, explain:	<input type="text"/>
Are there any other conditions that affect the rate of pay?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, explain:	<input type="text"/>

DEGREE/TRAINING/EMPLOYMENT REQUIREMENTS

Minimum Degree Required <small>*If less than a Bachelor Degree, contact IO for guidance</small>	<input type="text"/>	Major Field of Study Required <small>*If none, contact IO for guidance</small>	<input type="text"/>			
Does the employer require a second U.S. diploma/degree?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, explain:	<input type="text"/>			
Is training for the job opportunity required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, # of months:	<table border="0"> <tr> <td><input type="text"/></td> <td>If yes, field/ name of training</td> <td><input type="text"/></td> </tr> </table>	<input type="text"/>	If yes, field/ name of training	<input type="text"/>
<input type="text"/>	If yes, field/ name of training	<input type="text"/>				
Is employment experience required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, # of months:	<table border="0"> <tr> <td><input type="text"/></td> <td>If yes, name of occupation</td> <td><input type="text"/></td> </tr> </table>	<input type="text"/>	If yes, name of occupation	<input type="text"/>
<input type="text"/>	If yes, name of occupation	<input type="text"/>				

DATES OF E-3 REQUEST & SALARY

Start Date End Date Salary/year

FEE AUTHORIZATION

An OISS fee of \$1,400 will be charged once your application is received by your office.

For the external fees payable to Department of Homeland Security, please see the [E-3 Check Request Process](#) instructions and complete the check request form.

PLEASE NOTE: Your account number will always be 76780, Please keep it open for a period of two weeks.

Hiring Department Project Cafe Chartstring:

Fund 3 digits Dept ID 7 digits Project ID 8 digits Activity 2 digits Program

TRANSPORTATION VERIFICATION

E-3 regulations require employers to provide all reasonable transportation cost to the beneficiary's home country or country of last residence in the event that s/he is terminated before the end date of the current E-3. By signing below, I attest that I understand this regulation and will abide by the provisions stated above.

Hiring Principal Investigator or Faculty Sponsor

First Name
Middle Name *required
Last Name

Signature Date

DEPARTMENT AUTHORIZATIONS

I certify that the information included in this application is correct. I further attest that the position meets the requirements for the E-3 and that the beneficiary meets the requirements for the position.

Hiring Principal Investigator or Faculty Sponsor (for staff or research positions only)

Printed Name Signature Date

Dean/Department Chair

Printed Name Signature Date

Employers are required to maintain a summary of the benefits offered to US workers in the same occupational classification as the E-3 beneficiary. Failure to compensate E-3 employees at the same level as US employees can result in fines and backwage penalties.

ACTUAL WAGE MEMO

NU Department

Beneficiary's Title

Beneficiary's Salary and Salary Source

Please check all of the following factors
considered in determining salary

- ☐ Experience
- ☐ Skills/specialized knowledge
- ☐ Licenses/certifications
- ☐ Level of responsibility/supervision
- ☐ Publications
- ☐ Other objective business-related criteria

I hereby certify that the salary listed above reflects the wage level paid to all other individuals with similar experience and qualifications working in this school/department. If there is more than one wage paid to employees, I am able to explain the reason(s) for this differential in wage rates. If required to do so, I am able to provide documentation (which must include names and payroll records of similarly employed individuals) to the DOL to verify these statements. Further, I understand that I must meet 100% of the determined wage in order for the OISS to continue the E-3 process.

BENEFITS ATTESTATION

☐ The E-3 beneficiary will be offered the same standard benefits as U.S. workers

Department Chair/Hiring Principal Investigator or Faculty Sponsor

Printed Name

Signature

Date

Certification Regarding the Release of Controlled Technology or Technical Data to Foreign Persons in the United States

NORTHWESTERN UNIVERSITY POLICY

Northwestern University is committed to freedom of access by all interested persons to the underlying data, processes, and final research results through publication and broad dissemination of those results. Consistent with this approach, Northwestern does not undertake secret or classified research whose results may not be published without prior approval by the sponsor. Additionally, unless prohibited by law, no restriction on participation in research may be based on one's country of origin or citizenship.

Some research activities are excluded from export controls because of a general exception for fundamental research provided in the National Policy on the Transfer of Scientific, Technical and Engineering Information as set forth in National Security Decision Directive 189. Fundamental research is basic and applied research in science and/or engineering where the resulting information is ordinarily published and shared broadly in the scientific community. By not accepting any restriction on publication or foreign nationals, Northwestern maintains the fundamental research exclusion.

For further information please see Northwestern University's [Export Controls & International Compliance](#) website.

DEPARTMENT AUTHORIZATIONS

I hereby certify that the technology or technical data released or otherwise provided access to the beneficiary is considered fundamental research. This fundamental research is in compliance with Northwestern University policy. A license from U.S. Department of State or U.S. Department of Commerce is NOT required to release such technology or technical data to a foreign national.

I have read and acknowledge the information provided on the second page of this form and will keep it for my records.

If there are any changes in the release of technology or technical data to the beneficiary during the term of the beneficiary's employment, I will contact the Office for Sponsored Research and the Office of the General Counsel for approval.

Hiring Principal Investigator or Faculty Sponsor

Printed Name Signature* Date

Department Chair

Printed Name Signature* Date

FURTHER INFORMATION ON DEEMED EXPORT CONTROL

U.S. Export Controls on Release of Controlled Technology or Technical Data to Foreign Persons

The Export Administration Regulations (EAR) and the International Traffic in Arms Regulations (ITAR) require authorization from the U.S. government before releasing controlled technology or technical data to foreign persons. The release of controlled technology or technical data to foreign persons, even within the United States by an employer, is a "deemed" export to the person's country(s) of nationality. U.S. entities, including universities, must seek and receive a license or exemption from the U.S. federal government before releasing controlled technology or technical data to non-U.S. persons. This includes but is not limited to nonimmigrant workers employed as H-1B, L-1, or O-1A beneficiaries.

Requirement to Certify Compliance with U.S. Export Control Regulations

The U.S. government requires each company or entity to certify that it has reviewed the EAR and ITAR and determined whether it will require a U.S. government export license to release controlled technology or technical data to the beneficiary. If an export license is required, then the company or other entity must further certify that it will not release or otherwise provide the beneficiary access to controlled technology or technical data until it has received U.S. government authorization. The petitioner must indicate whether a license is required on Page 6, Part 7 of Form I 129.

Controlled Technology and Technical Data

The export regulations (Commerce Control List (CCL) and the ITAR's U.S. Munitions list (USML) control the release of technology and technical data to foreign persons even within the United States. But most technology is not highly controlled and can be exported or released to foreign persons. Therefore, the licensing requirements affect only a small percentage of petitioners for their activities at Northwestern.

CCL: The EAR-controlled technology on the CCL generally pertains to that which is for the production, development, or use of what is basically known as "dual use" items. See the link for details: <https://www.ecfr.gov/current/title-15/subtitle-B/chapter-VII/subchapter-C/part-774>. The U.S. Department Commerce's Bureau of Industry and Security (BIS) administers the CCL. BIS is responsible for issuing licenses for the release to foreign persons of technology controlled under the EAR. Contact [Export Controls & International Compliance](#) for assistance.

USML: The ITAR-controlled technical data on the USML generally pertains to that which is directly related to defense articles. See link for details: <https://www.ecfr.gov/current/title-22/chapter-I/subchapter-M/part-121>. The U.S. Department of State's Directorate of Defense Trade Controls (DDTC) administers the USML and is responsible for issuing licenses for the release to foreign persons of technical data controlled under the ITAR. Contact [Export Controls & International Compliance](#) for assistance.

**Some of the links may not work directly off the form and you may have to copy and paste them into your browser*