



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER™

# E-3 EMPLOYEE CHECKLIST & QUESTIONNAIRE

## (FY 2020)

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Complete ONSCREEN & Submit ELECTRONICALLY  
NO HANDWRITTEN REQUESTS WILL BE PROCESSED.  
THANK YOU FOR YOUR COOPERATION!

TTUHSC Institutional Compliance  
Immigration Compliance & Services  
3601 4th Street, STOP 8165  
Lubbock, TX 79430  
Ph: (806) 743-3949  
Email: [ICS@ttuhsc.edu](mailto:ICS@ttuhsc.edu)



## EMPLOYEE QUESTIONNAIRE & CHECKLIST – E-3

### **All new E-3 filings (including persons in E-3 status transferring to TTUHSC) must include the following:**

- ☐ Employee Questionnaire with all questions answered
  - ☐ Curriculum Vitae (CV)
  - ☐ Last diploma received (PhD/Masters/Baccalaureate) and transcripts (if your most recent diploma does not relate directly to your duties with prospective hiring department, please contact ICS.
  - ☐ Certified English translation of diploma and transcripts
  - ☐ Academic credential evaluation for highest non-US degree(s)
    - ☐ ICS please arrange for this service on my behalf
  - ☐ Current passport biographical data page
  - ☐ Current passport page showing passport expiration date
  - ☐ Current US non-immigrant visa (if physically present in USA)
  - ☐ Current [I-94](#) document
  - ☐ All prior Forms I-77 showing USCIS approval notices of previous applications or petitions.
  - ☐ Evidence of any immigrant visa petition or labor certification application of which you are a direct beneficiary
  - ☐ Evidence of any application to adjust to permanent resident status (i.e. I-485 receipt)
  - ☐ If you ever held J-1 or J-2 status in the past, provide a copy of all DS-2019 or IAP-66 documents
  - ☐ If you ever held J-1 or J-2 status in the past, and were subject to 212(e) the two-year home residency requirement, J-1 waiver (I-616 approval) and J-1 waiver recommendation letter
  - ☐ New employees already in E-3 status with a different employer must provide last two months of pay statements.
- **If you currently have or ever had a J-1 or J-2 visa/status, and this is your first E-3 filing, also include:**
    - ☐ Copy of I-612 approval notice showing §212(e) waiver
    - ☐ Copy of all IAP-66, DS-2019 documents
  - **If you currently have an F-1 or F-2 visa/status, and this is your first E-3 filing, also include:**
    - ☐ Copy of all I-20 documents
    - ☐ Copy of EAD (Optional Practical Training – OPT) card
  - **If you are a Medical Resident, Clinical Fellow, or Physician also enclose:**
    - ☐ Scores of USMLS Steps 1, 2, and 3
    - ☐ ECFMG Certificate
    - ☐ Copy of State Medical License

### **All E-3 Extension filings (employees already at TTUHSC) must include the following documents:**

- ☐ Employee Questionnaire with all questions answered
- ☐ Updated Curriculum Vitae (CV)
- ☐ Current passport biographical data page showing expiration date (if changed since first E-3 filing)
- ☐ Current E-3 vis stamp (if any)
- ☐ Current [I-94](#) document
- ☐ Evidence of any immigrant visa petition or labor certification application of which you are a direct beneficiary
- ☐ Evidence of any application to adjust to permanent resident status (i.e. I-485 receipt)
- ☐ Last two (2) months of pay statements from TTUHSC



EMPLOYEE QUESTIONNAIRE (E-3)

Please answer all question completely. If the answer to the question is **NONE** or **NOT APPLICABLE**, please state 'None' or 'N/A'. Do not leave any blanks. Uncompleted forms, or forms without all required documents will be returned to you for completion. To avoid delays, please answer **EVERY** question.

**Note:** If you are requesting a change of status while in the USA, you cannot leave the US while the E-3 petition is pending. If you leave the USA before the E-3 petition is approved; you must obtain an E-3 visa from a US Consulate. If you are requesting an Extension of E-3 status, you can leave the USA while the application is pending but you may have to obtain an E-3 visa from a US Consulate. *Please speak with ICS prior to traveling.*

\_\_\_ If you are traveling outside of the USA please check this box and provide a departure date: \_\_\_\_\_

\_\_\_ If you driver's license is expiring within 60 days, please provide a copy of the license and check the box.

Last Name:	
First Name:	
Middle Name:	
Address:	
All other names used:	
Phone Number:	
Email Address	
Date of Birth:	
Country of Birth:	
Country of Citizenship:	
City/Province of Birth:	
Social Security Number (SSN):	
'A' Number (if any):	
Passport Number:	
Passport Issue Date:	
Passport Expiration Date:	
Current Visa Status:	
Foreign Address:	
Preferred US Consulate:	

Answer the following questions with a Yes or No. If you answer is YES, please provide details as requested.

- ☐ Have you ever held J-1 visa status to the (2) two-year home residence requirements?
- ☐ Have you ever been denied E-3 status?
- ☐ Are dependent family members changing to E-3D status or extending E-3D status?
- ☐ Are you currently in exclusion or deportation proceedings? *(if yes, please provide a copy of Notice to Appear)?*

Please check if you have been the direct beneficiary of any of the following applications and provide a copy of the USCIS or Department of Labor receipt:

- ☐ Permanent Labor Certification Application (e.g. PERM)
- ☐ Immigration Petition for Alien Work (i.e. I-140)
- ☐ Immigration Petition for Alien Relative (i.e. I-130)

Please check if you have filed any of the following applications and provide documentation:

- ☐ Application to adjust to Permanent Resident Status (i.e. I-485)
- ☐ Immigrant visa application with National Visa Center/US Consulate

☐ I confirm that the information given in this form is true, complete and accurate.

Employee Printed Name

Employee Signature

Date

## EMPLOYEE FAMILY QUESTIONNAIRE & CHECKLIST – (E-3D STAUS)

USCIS Form I-539 must be completed to obtain E-3D visa status only if the family members are in the USA. Form I-539 and the instructions can be found on the website at <http://www.uscis.gov/i-539>.

**PLEASE READ:** ICS and TTUHSC cannot serve as your legal representative for E-3D visa status purposes and cannot serve as your legal representative for any part of the I-539 process. As a courtesy, ICS will do the following:

1. Review the I-539 form to ensure all questions are answered and there are no obvious errors (e.g. accidentally writing your birth year as 2015);
2. Provide the usual checklist of documents to be included in the I-539 filing (see below);
3. File the completed I-539 along with the E-3 filing.

The E-3 petition can be filed without the I-539 (E-3D) application but it is strongly advised that both are filed together to ensure that all family members are approved at the same time.

**The USCIS filing fee is \$370.00 for the ENTIRE family.** Please provide a check payable to the 'US Department of Homeland Security' in the amount of \$370.00.

INCLUDE **ONE CLEAR PHOTOCOPY** OF EACH DOCUMENT

- \_\_\_ Adoption records, if relevant
- \_\_\_ Marriage certificate with certified English translation (if necessary)
- \_\_\_ Birth certificate of all children, with certified English translation
- \_\_\_ Passport biological data page for each family member and passport expiration date
- \_\_\_ Current US non-immigrant visa for each family member
- \_\_\_ [I-94](#) document for each family member
- \_\_\_ All prior forms I-797 documenting the approval of applications to change or extend status (if any)
- \_\_\_ Copy of the I-612 approval notice showing §212(e) waiver
- \_\_\_ Copies of all IAP-66, DS-2019 documents of I-20 documents

**Note:** If you need to file an I-539 application to change or extend E-3D status for family members, you must return your documents by mail as original signatures are required on the I-539 form.