



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

E-3

EMPLOYEE CHECKLIST & QUESTIONNAIRE

(FY 2017)

Please return the completed forms and all supporting documents by mail or email to:

TTUHSC Human Resources
International Employment Services
3601 4th Street, STOP 8100
Lubbock, TX 79430
Ph: (806) 743-2865
Email: IES@ttuhsc.edu

Note: If you need to file an I-539 application to change or extend E-3D status for family members, the I-539 must have an original signature.

EMPLOYEE QUESTIONNAIRE & CHECKLIST – E-3

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

- ☐ 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 IES)
- ☐ Certified English translation of diploma and transcripts
- ☐ Academic credential evaluation for highest non-US degree(s)
 ___ IES 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-797 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, provide a copy of J-1 waiver approval (I-612 approval) or 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 for USMLE 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 visa stamp (if any)
- ☐ Current [I-94 document](#)
- ☐ Evidence of any immigrant visa petition or labor certification application of which you are a beneficiary
- ☐ Evidence of any application to adjust to permanent resident status (i.e. I-485 receipt)
- ☐ Last two months of pay statements from TTUHSC

EMPLOYEE QUESTIONNAIRE (E-3)

Please answer all questions completely. If the answer to a 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 IES prior to traveling.

- ☐ If you are traveling outside of the USA please check this box and provide your departure date: _____
- ☐ If your driver's license is expiring within 60 days, please provide a copy of the license and check the box

Name: (Last, First, Middle)	
Address:	
All Other Names Used:	
E-mail Address & Phone No.:	Ph:
Date of Birth:	
Country of Birth:	
Country of Citizenship:	
City/Province of Birth:	
Social Security No.:	
'A' Number (if any):	
Passport Number:	
Passport Issue Date:	
Passport Expiration Date:	
Current Visa Status:	
Foreign Address:	
Preferred US Consulate:	

EMPLOYEE QUESTIONNAIRE (E-3), CONTINUED:

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

_____ Have you ever held J-1 visa status and been subject to the two year home residence requirement?

_____ 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)

☐ Immigrant Petition for Alien Work (i.e. I-140)

☐ Immigrant 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

Employee Signature: _____ Date: _____

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

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 USCIS website at <http://www.uscis.gov/i-539>.

PLEASE READ: IES 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, IES 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 "US Dept. 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 certificates of all children, with certified English translation
- ☐ Passport biographical 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 I-612 approval notice showing §212(e) waiver
- ☐ Copies of all IAP-66, DS-2019 documents or 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.