

## Instructions to Employee for Obtaining E-3 Status

Individuals coming to University of Maryland to engage in employment or activities in E-3 status should present the following documents with them to the U.S. consulate to obtain an E-3 visa:

1. Copy of the Labor Condition Application (LCA) certified by DOL
2. A letter from the university indicating a request to enter the U.S. in E-3 status (the employing department or supervisor should provide this);
3. Offer letter from the employing department or appointment letter from the Dean's office for a faculty position;
4. Original Australian passport;
5. See the U.S. embassy in Canberra's website <http://www.ustraveldocs.com/au/au-niv-typee3.asp> for more information about visa interviews and what documentation is required. You can find links to U.S. embassy and consulate websites around the world at <http://www.usembassy.gov>;
6. Diplomas and transcripts from all institutions of higher education attended (originals or certified copies);
7. If the degree relevant to the position was earned at an institution of higher education outside Australia or the United States, a credential evaluation is required. Credential evaluation services can be found at <http://www.naces.org/members.htm>;
8. Up-to-date resume or curriculum vitae highlighting the necessary academic or other qualifying credentials;
9. License to practice profession in the State of Maryland (if applicable);
10. Proof of payment of the Machine Readable Visa fee (currently \$205 for E-3 visas - see DOS Visa Fees for fee details)

Once the E-3 visa is issued, the Australian citizen must carry the same documents and the E-3 visa stamp to then apply for admission to the U.S. in E-3 status at a U.S. port of entry.