

E-3 APPLICANT CHECKLIST

An E-3 applicant must submit the following documents to UC International Services via eForm on [iBearcatsGlobal](#):

1. A copy of the highest diploma and related transcript.

- a. If the degree is not from a university in the U.S., Canada (except Quebec), or United Kingdom, an evaluation of the equivalent U.S. must be submitted. A list of credential evaluators is available [online](#).
- b. Any documents not in English must be translated and accompanied by a translator's statement as follows: I, _____, hereby certify that I am competent to translate from the _____ language into English and that the attached is an accurate translation of the original document.

Name: _____

Title: _____

Address: _____

You should also submit a copy of the document in the native language along with the translation.

2. Curriculum Vitae.

3. A copy of the passport picture ID page and expiration date page.

4. If you are currently in the U.S., copies of the following documents:

- a. All previously issued I-20s (if you hold an F-1 or F-2 visa)
- b. All previously issued DS-2019s (if you hold a J-1 or J-2 visa)
- c. A copy of the Employment Authorization Document (EAD card) for those on Optional Practical Training (OPT)
- d. If on J-1 status, proof that the two-year home residency requirement is not applicable or has been waived.
- e. The I-94 card (front & back) or copy of the [electronic I-94 record](#).
- f. Statement of all previous visa statuses held in the U.S., including dates of stay, types of visas, and copies of all documents (IAP-66, DS-2019, I-20, I-797, etc.)

5. If you are already in the U.S. on E-3 or other employment visa status (H-1B, L-1, etc.) with another employer, you need to provide:

- a. Proof that you are still employed at the time of your application, including a current paycheck receipt. You must remain employed until your TN petition is approved by USCIS.
- b. Copies of all approval notices for your current visa status.

6. **If you have a spouse and/or children in the U.S. as dependents**, you must submit the following:
- a. Form I-539 – Application to Extend/Change Nonimmigrant Status, available [online](#).
 - b. Copies of I-94 cards (front & back) or [electronic I-94 records](#).
 - c. Check for \$370 made out to the Department of Homeland Security.
 - d. Proof of the dependent's relationship to you (marriage or birth certificate).
 - e. Copy of dependent's passport identification page & expiration page.
 - f. Copy of dependent's visa stamps.
 - g. Copies of all previous immigration documents, if applicable (I-797, I-20, IAP-66, DS-2019).

All of this documentation can be sent to UC International Services electronically as a PDF document using the eForm process on iBearcatsGlobal. If you cannot do this, please call our office at 513-556-4278 or email international.students@uc.edu for further instructions.