

## Hiring Department Checklist: E-3 Applications

**The hiring Department must submit the following documents to UC International Services in support of an E-3 application request:**

1. A letter signed by the Head of the Department or Dean of the College indicating/requesting the following:
  - a. Asking UC International Services to begin paperwork for the E-3 petition.
  - b. The dates of the employment requested for the E-3 appointment, salary and brief description of the job duties.
  - c. Why this candidate was selected for the job. The explanation should include items such as education, experience, special knowledge, background, etc. which justify hiring him/her over other candidates.
  - d. That the department agrees to comply with all terms of the LCA until the end date.
  - e. A sample letter is available at the following link:  
[http://www.uc.edu/content/dam/uc/international/docs/services/content/visa\\_docs/e3/E-3sampleletter.pdf](http://www.uc.edu/content/dam/uc/international/docs/services/content/visa_docs/e3/E-3sampleletter.pdf)
2. A completed "Checklist for Export Control Issues for Hiring International Workers" form. The form must be certified by the Department/Division Head and is linked on the Information About the University Position eForm.
3. A check (from the University) for \$460.00 made payable to the Department of Homeland Security for the USCIS filing fee.
4. An additional \$1,225.00 must be submitted if premium processing (USCIS processing time of 15 calendar days) is requested/needed.
  - a. This fee must be paid by the hiring department if a quick approval is needed for business reasons.
  - b. If the need for premium processing is due to the employee's personal reasons, he/she may pay the fee and must attest to the need for premium processing.

**Note:** When the fees exceed \$290.00 the request for payment must be made on a purchase requisition. In such cases, departments must let the purchasing department know that they want the check sent back to them. **The check should not be sent directly to the Department of Homeland Security.**

The address to be put on checks is:

U.S. Department of Homeland Security, U.S. Citizenship and Immigration Services, California Service Center, 24000 Avila Road, 2<sup>nd</sup> Floor, Room 2312, Laguna Niguel, CA, 92677.