



E-3 Department Request

(HEALTH SCIENCES CAMPUS Staff Positions)

(For Research Associates, Research Managers, and Postdoctoral Fellows)

This form should be completed by the Augusta University hiring unit that wishes to use the services of the International and Postdoctoral Services Office (IPSO) to hire a nonimmigrant specialty worker. [After completing this form, please email it to IPSO@augusta.edu.](#)

IPSO will begin processing only when forms are completed.

The E-3 Temporary Worker Visa

The E-3 visa category is designated for Australian nationals coming temporarily to the U.S. to perform services in a *specialty occupation* which is defined as *an occupation which requires theoretical and practical application of a body of highly specialized knowledge, and attainment of a bachelor's or higher degree for the specific specialization (or its equivalent in experience).*

- Initial E-3 status may cover a period of up to two years. It may be extended in two-year increments as long as nonimmigrant intent is maintained and demonstrable.
- Once an employee is in E-3 visa status at Augusta University, IPSO must be informed in writing of any substantial changes in his/her employment, such as a new location, different duties, or change in salary. Augusta University may be required to file a new Labor Condition Application and an amended E-3 petition.
- The E-3 visa is an employer-specific visa. E-3 status for Augusta University employment is only valid for that employment. E-3 status secured by other institutions or departments is not valid for employment at Augusta University.
- The dependents of an E-3 visa holder are classified as E-3 dependents and can apply for an Employment Authorization Document (EAD) to attain employment eligibility.

E-3 wage requirements: The Department of Labor (DOL) governs a part of with the E-3 visa application and employers bear a certain liability when filing E-3 petitions. Employers must make attestations about the wages for E-3 positions and they must guarantee the return fare home if an E-3's employment is terminated before the end of the period of authorized stay. Willful violation of the regulations can result in Augusta University being fined and prevented from filing E-3 and permanent residency petitions for one year.

A Labor Condition Application must be filed and approved by the Department of Labor and posted within the Augusta University hiring unit before an E-3 petition can be filed with USCIS. The Labor Condition Application requires that departments certify that the salary being paid by the hiring unit to the E-3 applicant is the **higher** of the **prevailing and actual wage**.

The FY2014 E-3-required wages for eligible staff positions are as follows:

Research Associate:	\$36,275	Postdoctoral Fellow:	\$41,725
Senior Postdoctoral Fellow:	\$54,330		

Please attach a copy of the prospective employee's C.V.

Senior hiring unit administrator initial _____



AUGUSTA UNIVERSITY
International & Postdoctoral Services

Mailing address:
1120 15th Street, AA-2013
Augusta, Georgia, 30912
t. (706) 721-0670 f. (706) 721-9304
Email: ipso@augusta.edu
www.augusta.edu/diversity/ipso

Name of applicant _____
Family First Middle

Today's Date: _____ **Requested start date for E-3 Status:** _____ **Requested end date:** _____
(Minimum of four months from today's date) (Maximum total of 2 years)

I. Employment Information

Hiring Unit Name: _____ Job Title: _____

Detailed Description of Duties: _____

General (layman's) Description of Duties (6 words or less): _____

Minimum requirements for the position (should match HR requirements): _____

Note: Positions which are funded by grants given specifically to the individual (beneficiary of the H-1B) as opposed to Augusta University are not eligible for E-3 sponsorship by Augusta University.

Has this position already been classified? **Yes** **No** *Position Number:* _____

Supervisor Name: _____ email: _____ phone: _____

Administrative Contact Name: _____ phone: _____

Hours per week: _____ Annual Salary: _____ Eligible for Augusta University benefits? **yes** **no**

Location where applicant will be working (include room number): _____

of employees position will supervise: _____ Does position require state license or other certification (medical, dental, etc.)?: **yes** **no**

I. Applicant Biographical Information

Phone: _____ Email: _____ Fax: _____

Male **Female** Home Country _____ Currently in U.S.: **yes** **no**

Current Employer: _____ Current Visa type: _____ Current Status Expiration Date: _____

This application is for: **initial Augusta University E-3 petition or** **extend previous Augusta University petition**

Highest Degree Received: _____ Primary Field of study: _____

Degree Granting Institution: _____

Signature of senior hiring unit administrator _____ **Name** _____ **Date** _____



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The hiring unit will comply with the following regulations during the E-3 application process and during the employment of the above-named foreign national under the terms of E-3 status.

PLEASE ACKNOWLEDGE YOUR UNDERSTANDING OF THE FOLLOWING EMPLOYER OBLIGATIONS OF THE E-3 PROGRAM BY CHECKING EACH BOX AFTER READING AND INITIAL AT THE BOTTOM

Applicants will be paid the salary stated (or higher) in this application during the entire E-3 sponsorship period.

By posting a notice of this filing in a conspicuous place for (10) days, notice of the application will be provided to workers employed in occupations similar to the proposed E-3 nonimmigrant worker.

International travel by the applicant during the application period may result in abandonment of the E-3 petition

The hiring unit must maintain hourly and weekly time sheets for any E-3s sponsored on a part-time basis, even if Augusta University does not normally require such action.

The hiring unit is responsible for notifying IPSO immediately of any substantial changes in the E-3 status holder's employment (terms of employment, place of employment, transfer to another university department, significant changes in duties, salary changes, termination, resignation, etc.). **Federal regulations require that USCIS be notified *prior* to any changes in employment taking place.**

The department is responsible for the payment of all fees associated with the E-3 petition.

IPSO SERVICE FEE: To reduce bureaucratic burden for departments and minimize process error rates, IPSO retains managerial control of the entire immigration process, including courier services to USCIS and international applicants abroad. IPSO charges a fee for these services to the college of the sponsoring department. This fee ranges from \$50 to \$100 per approved case, depending on the college's case volume.

Senior Hiring Unit Administrator Initial _____

FILING FEES (Checks made payable to the Department of Homeland Security)

E-3 Filing Fee (paid by Department) \$460.00

Senior Hiring Unit Administrator Signature Name Date

Principal Investigator/Immediate Supervisor Signature Name Date