



## E-3 Processing Request (SUMMERSVILLE CAMPUS)

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 \[IPSO@augusta.edu\]\(mailto:IPSO@augusta.edu\).](#)

**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 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.
- E-3 status is an employer-specific visa.
- 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) is involved 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 residence petitions for one year.

A Labor Condition Application must be filed and approved by the Department of Labor and posted within the Augusta University department 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 department to the E-3 applicant is the **higher** of the **prevailing and actual wage**.

- **The prevailing wage** is the average of the rate of wages paid to workers similarly employed in the area of intended employment. Similarly employed workers are defined as having substantially comparable jobs in the occupational classification in the area of intended employment. Augusta University uses prevailing wage determinations provided by the Department of Labor since it is the one authoritative source not subject to challenge. Augusta University will not file E-3 petitions for positions that do not meet the prevailing wage as determined by the DOL.
- **The actual wage** level is that paid by the employer to all others in the hiring unit with similar qualifications (highest degree attained) and experience (less than 3 years experience in the position at Augusta University) as the E-3 worker for the specific employment in question at the place of employment.

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

Senior College 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

Requested start date for E-3 Status: \_\_\_\_\_  
**(Minimum of four months from today's date)**

Requested end 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): \_\_\_\_\_

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

Supervisor Name: \_\_\_\_\_ email: \_\_\_\_\_ phone: \_\_\_\_\_

College 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 Dean / College financial administrator**    Name    Date



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**The College 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 check each box after reading and initial at the bottom.**

**PLEASE ACKNOWLEDGE YOUR UNDERSTANDING OF THE FOLLOWING EMPLOYER OBLIGATIONS OF THE E-3 PROGRAM BY CHECKING BOXES AFTER READING**

Applicant's return airfare to home country will be paid if he/she is dismissed prior to the end date of E-3 sponsorship.

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 College 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 College 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 college/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 College is responsible for the payment of all fees associated with the E-3 petition.

**Senior College administrator initial \_\_\_\_\_**



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**Actual Wage Calculation Form**

**Name of E-3 applicant:** \_\_\_\_\_  
Family First Middle

**Job Title:** \_\_\_\_\_ **Salary:** \_\_\_\_\_

**Brief Description of job duties:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

List **all** employees in the College who hold the same title and perform essentially the same tasks as the E-3 applicant.

NAME	SALARY	START DATE IN POSITION	HIGHEST DEGREE ATTAINED

Currently, no employees within this College have the same job title or have job responsibilities that are comparable with the prospective E-3 Employee.

I certify that the above information is true and correct.

\_\_\_\_\_  
 Dean / College Financial Administrator Signature Name Date



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**MEMORANDUM**

Memorandum to the Labor Condition Application File

RE: \_\_\_\_\_ in the College of \_\_\_\_\_  
 (Job Title)

In this College there are \_\_\_\_\_ (#) other employees with the title and job duties of the position listed above. The average wage for these employees is: \$ \_\_\_\_\_

An individual salary is determined by taking into account the factors listed below (check all that apply):

- Education, degree(s) earned
- Experience
- Job responsibilities
- Specialized knowledge relevant to the field
- Other legitimate business-related factors (please list):

I hereby certify that the wage information listed above reflects the wages paid to all other individuals with similar qualifications and responsibilities working in this College. I am able to explain any wage difference based on the criteria listed above.

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Senior Hiring Unit Administrator Signature	Name	Date
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**FILING FEES (Checks made payable to the Department of Homeland Security)**

E-3 Filing Fee (paid by College)	\$460.00
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Dean / College financial administrator signature	Name	Date
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