

REQUIRED DOCUMENTS FOR ALL APPLICATIONS

DEPARTMENT'S RESPONSIBILITY

- E-3 Department Request Form
- Employment letter from department *Must include requested start/end dates, annual salary, and job title of the E-3

- Official university position confirmation
 - *Must cover dates of requested E-3
 - o Research Staff Appointment form - research positions
<http://www.research.northwestern.edu/policies/research-appointments/research-staff.html>
 - o Postdoctoral Research Appointment form - postdoctoral positions
<http://www.tgs.northwestern.edu/resources-for/postdocs/appointments/index.html>
 - o Human resources offer confirmation letter AND

- \$460 Processing fee payable to The Department of Homeland Security

BENEFICIARY'S RESPONSIBILITY

- Copy of passport biographical page
- If beneficiary once held, currently holds E-3, copies of ALL previous E-3 approval notices

- Updated CV
- Copy of diploma AND transcript for position's required degree and beneficiary's highest degree (In English or with an English translation)
- Credential evaluation (if degree is not from the US)

PLEASE SEE FOLLOWING PAGE FOR REQUIRED DOCUMENTS FOR YOUR SPECIFIC E-3 APPLICATION

BENEFICIARY INFORMATION

Family Name

First Name

DEPARTMENT INFORMATION

Administrative Contact Name

If yes, field/
name of training

If yes, name of
occupation



Employers are required to maintain a summary of the benefits offered to US workers in the same occupational classification as the E-3 beneficiary. Failure to compensate E-3 employees at the same level as US employees can result in fines and backwage penalties.

ACTUAL WAGE MEMO

NU Department

Beneficiary's Title

Beneficiary's Salary and Salary Source

Please check all of the following factors considered in determining salary

- Experience
- Skills/specialized knowledge
- Licenses/certifications
- Level of responsibility/supervision
- Publications
- Other objective business-related criteria

I hereby certify that the salary listed above reflects the wage level paid to all other individuals with similar experience and qualifications working in this school/department. If there is more than one wage paid to employees, I am able to explain the reason(s) for this differential in wage rates. If required to do so, I am able to provide documentation (which must include names and payroll records of similarly employed individuals) to the DOL to verify these statements. Further, I understand that I must meet 100% of the determined wage in order for the OISS to continue the E-3 process.

BENEFITS ATTESTATION

The E-3 beneficiary will be offered the same standard benefits as U.S. workers

Department Chair/Hiring Principal Investigator or Faculty Sponsor

Printed Name

Signature

Date



The export regulations (Commerce Control List (CCL) and the ITAR's U.S. Munitions list (USML) control the release of technology and technical data to foreign persons even within the United States. But most technology is not highly controlled and can be exported or released to foreign persons. Therefore, the licensing requirements affect only a small percentage of petitioners for their activities at Northwestern.

CCL: The EAR-controlled technology on the CCL generally pertains to that which is for the production, development,