

The department should obtain the following items from the employee to submit to ISSS.

- Current curriculum vitae of individual
 - Photocopy of individual's diploma (of degree required for position)---please reduce copy to fit on 8 1/2 x 11" paper
 - An official or attested translation if the diploma is not in English
 - A credential evaluation if the degree is not from a US institution---recommended (Note: USCIS may request this)
 - Any licenses, certificates, or other special documentation required for the position.
 - Additional documentation for Health Care Workers:
 - If the position is for a physician with clinical responsibilities who is a Foreign Medical Graduate, provide copies of Steps 1, 2 and 3 of the individual's USMLE scores, ECFMG English language certification, and valid Pennsylvania medical license.
 - If the position is for a registered nurse, provide a copy of the individual's valid Pennsylvania RN license and certificate from the International Commission on Healthcare Professions division of CGFNS (Visascreen), certifying that 212(a)(5)(C) INA/8 CFR 212.15(f) requirements have been met.
- *There may be other special requirements for other health care worker positions, such as language pathologist or physical therapist. Please consult ISSS in such cases.
- Photocopy of passport page(s) showing photo, biographical data, issuance date, and expiration date
 - If individual is in the United States, photo copies of Form I-94 and supporting immigration documents (single-sided copies, please)
 - If the processing type is LCA with I-129 filing, please also include the following:
 - Valid I-94 card, front and back (if issued paper I-94) or I-94 printout or US entry/admission stamp in passport (if issued electronic I-94)
 - Supplemental documents if currently holding one of the following nonimmigrant statuses:
 - F status: Copies of current and all previous I-20 forms, pages 1 and 3 (single-sided copies) and Employment Authorization Document (EAD) if authorized for F-1 Optional Practical Training
 - H status: Copies of current and all previous approval notices (form I-797). 2-3 most recent pay stubs

- If you currently hold or have ever held J status: Copies of current and all previous DS-2019 (and IAP-66 forms (front and back), if applicable)---if the individual has ever been subject to 212(e) "two-year home residency requirement and has either fulfilled the requirement or had it waived," submit evidence of a waiver or of having fulfilled the requirement. If J-2, include copies of current and all previous EADs.

If the processing type is LCA with I-129 filing and if the employee is in the US and has a spouse or unmarried children under 21 in the US for whom dependent E-3D status is required, the department should obtain the following and submit with the E-3 request packet:

- Form I-539, signed by the main E-3D dependent --- available at <http://www.uscis.gov/forms>
- Government filing fee for Form I-539 -- <http://www.uscis.gov/forms> (A separate check payable to "Department of Homeland Security" must be written for the I-539 application fee, not to be combined with the E-3 I-129 filing fee)
- Copy of valid I-94 card (whether a hard-copy, paper card; or electronic and indicated by an admission/entry stamp in passport)
- Copy of initial entry stamp in E-3D status from passport or I-94 card, if applicable
- Copy of passport page(s) showing photo, biographical data, issuance date, and expiration date
- Copies of currently and previously issued documents for current status (i.e., I-797 notices for H, DS-2019(s) for J, or I-20 for F)
- List on a separate sheet, a detailed chronological history of each E-3D dependent's prior and current stay in the US. Provide the dates and specify each status (e.g., Hiroshi Au, 11/20/2004 – 03/13/2006 in J-2 status & 03/14/2006 – present in E-3D status).
- For spouse, copy of marriage certificate (recommended)
- For child(ren), copy of birth certificate (or other legal papers) confirming E-3 as parent (recommended)

Special Instructions for Completing Form I-539

- Part 1 of form I-539 "Information about you" is to be completed by the family member (spouse or child) who is currently in the United States and extending/changing to E-3D status. If there is more than one family member extending/changing to E-3D status, additional members should be listed in "Attachment -1."
- Part 3, Number 1—enter same date as E-3 request end date.
- Incomplete, inaccurate, or unsigned applications or checks may result in rejection of application by USCIS—contact ISSS if you have any questions.