

E-3 REQUEST FORM – PART B (To Be Completed by Foreign National)

Please do NOT leave anything blank as information below is required for the E-3 filing. For more information, please contact the immigration officer in International Student and Scholar Services (ISS) (269) 387-5865.

A. PERSONAL INFORMATION

Full Legal Name: _____
Last/Family NameFirst NameMiddle Name

All Other Names Used (including maiden name, etc.): _____

Current Address: _____
StreetCityStateZip Code

Mailing Address, *if different*: _____
StreetCityStateZip Code

Foreign Address: _____
StreetCityStateZip Code

Phone: _____ Fax: _____ E-mail: _____

Cell phone (if available): _____ Country of Citizenship: _____

Country of Permanent Residence (*not U.S.A.*): _____

City, Province and Country of Birth: _____
CityProvinceCountry

Date of Birth: _____ Male Female Dr. Mr. Ms.
Month/Day/Year

U.S. Social Security #: _____ WMU WIN ID: _____

B. IMMIGRATION STATUS INFORMATION

1. Class of last nonimmigrant admission to the U.S., e.g., E-3, F-1, J-1, etc.: _____

2. Current nonimmigrant status: _____ Expiration Date: _____

3. Are you or will you be working for more than one E-3 employer?

No Yes (Attach a copy of any non-WMU E-3 approval and/or receipt notices)

Explanation: _____

Current I-94 number (11 digits): _____ A# (if any on OPT card, etc.): _____

4. Most recent date of arrival in the U.S.: _____

5. Do you hold a valid passport? No Yes Passport Number: _____

INTERNATIONAL STUDENT AND SCHOLAR SERVICES (ISS)
WESTERN MICHIGAN UNIVERSITY ♦ 3110 FAUNCE STUDENT SERVICES
KALAMAZOO, MICHIGAN 49008-5246 ♦ (269) 387-5865 ♦ FAX (269) 387-5899

E. STATEMENT OF UNDERSTANDING BY THE EMPLOYEE

By signing this statement, I, _____, agree to the conditions and statements listed below. (your name)

- I declare under penalty of perjury that the information provided is true and accurate. I understand that to knowingly furnish false information in the preparation of these forms and any supplement thereto, or to aid abet or counsel another to do so is a federal offense punishable by a fine or imprisonment up to five years, or both.
- The application for E-3, the signature of any WMU employee, and any other statement made by a WMU employee in his/her official WMU capacity for the purpose of supporting the application shall not be utilized for any purpose other than applying for the immigration status I am seeking now.
- I understand that endorsement of the E-3 application and/or accompanying letters by any WMU employee shall not be construed to be a promise of or commitment for continued employment; or commitment, guarantees, or support regarding tenure or merit increases;
- I understand that the petition shall not in any way affect my employment status with the University relative to all the provisions set forth in the AAUP collective bargaining agreement (if represented by AAUP).
- I understand that the petition shall not in any way affect my employment status with the University relative to all the provisions set forth in University procedures and policies, and other applicable communications with me regarding my employment. The University continues to reserve all rights in this regard.
- I understand that University must deal with the reality of certain deadlines imposed by its Schedule of Classes. Whether and when approval of my E-3 petition is obtained is something that is not within the control of the University. The University must deliver its classes and services. If my current immigration (visa) status expires before a ruling is made on my E-3 petition, and I have not produced a valid work authorization to continue or begin working for the University, the University would have no choice but to terminate my employment at the time my appropriate employment authorization expires.
- I agree that I need to provide proof of authorization to work in the United States before I can be hired into or continue in the position that was offered to me.
- It is my responsibility to promptly provide the immigration officer in International Student and Scholar Services (I3S), Human Resources, and my Department with copies of any and all correspondence or documentation I have received from the Department of Homeland Security and its bureaus in regard to my application.
- I will immediately inform the immigration officer in I3S if there are any changes in the terms and conditions of the WMU's E-3 employment.
- I will immediately inform the immigration officer in I3S if I decide to leave my E-3 position (advance notice is required).
- I will consult with the immigration officer in I3S prior to leaving the U.S. for any reason as immigration regulations change frequently.
- I understand that the Department of Homeland Security requires that I inform the DHS of address or name change using Form AR-11 or AR-11SR within 10 days from moving/changing. I also understand that I must also provide a copy of Form AR-11 or AR-11SR to the immigration officer in I3S after mailing the original form to the DHS.
- I will immediately inform the immigration officer in I3S (269) 387-5865 if there are any changes to the information given above.

Employee Signature: _____

Date: _____

PLEASE RETURN THIS APPLICATION FORM TO THE ADMINISTRATIVE CONTACT PERSON IN THE WMU HIRING DEPARTMENT ALONG WITH REQUIRED SUPPORTING DOCUMENTS AS OUTLINED IN THE E-3 CHECKLIST.

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