



WESTERN MICHIGAN UNIVERSITY

E-3 TREATY - SPECIALTY OCCUPATION APPLICATION CHECKLIST

Please note that E-3 applications should be filed approximately three months in advance from the employment start date or current E-3 end date, but no later than a month and a half in advance. For faster and timely processing, please send all applications and supporting documents at the same time. For more information, please contact the immigration officer in International Student and Scholar Services (I3S) at (269) 387-5865.

Scholar's Name: _____

- E-3 Request Form – Part A (to be completed by the hiring department)
- E-3 Request Form – Part B (to be completed by the employee)
- Copy of Western Michigan University's offer letter
- Copy of Description of Position
- Actual Wage Worksheet
- Copy of transcripts and diplomas
- Copy of credential evaluation (if the degree was earned outside the U.S. or Australia)
- Copy of curriculum vitae
- Copy of beneficiary's passport showing validity dates
- Other _____