

E-3 REQUEST FORM – PART A (To Be Completed by WMU Hiring Department)

A. GENERAL AND POSITION INFORMATION

Hiring Department: _____ College/Division: _____

Name of foreign national: _____
Last name First name Middle name

Position Title: _____ WIN ID (if applicable): _____

Please check: New E-3 Extension without any changes

Other: _____

Will the employee mentioned above work only for Western Michigan University?

Yes No (attach the other E-3 receipts or approval notices)

Explanation: _____

The position is (check all that apply): Temp Permanent Tenure Track Non-Tenure Track

Union Representation (if applicable): AAUP Other: _____

The position is:

Full time: Salary offered \$ _____ (specify if 9-month) # of hours per week _____

Part time: Hourly rate offered \$ _____ **AND** Annual salary offered \$ _____
 # of hours per week _____

(If there will be any period, such as WMU Holiday Closure, when he/she will not get paid, put a range of hours starting with "zero," such as "0 to 30 hours per week")

*** In the case of part-time E-3 petitions, the hiring department, not the E-3 employee, MUST document in writing the number of hours per day & per week the E-3 employee worked for the entire duration of the part-time E-3 validity period.**

Does compensation package include fringe benefits? Yes, value of benefits \$ _____ No

Duration of employment (as appears on the letter of offer): from _____ to _____

Address where the foreign national will work: _____
Street City State Zip

B. ATTESTATIONS BY HIRING DEPARTMENT/COLLEGE/UNIVERSITY

- By submitting this request to begin the E-3 petition process, I understand that the E-3 employee should be paid the higher of the prevailing wage (as determined by DOL – the weighted average rate of wages paid to workers similarly employed in the area of intended employment) **OR** the actual wage (being paid to all other WMU individuals with similar experience, qualifications, or responsibilities for the employment in question), whichever is higher.
- By submitting this request, I agree to the terms and conditions of the labor condition application (submitted to DOL by the Immigration & Policy Research Officer in International Services and Student Affairs (ISSA)

based on the application submitted by the hiring department) for the duration of the E-3 employee's authorized period of stay for the E-3 employment.

- I agree that the department will consult with the Immigration & Policy Research Officer prior to any E-3 terminations or resignations as there are federal regulations governing such incidents.
- I understand that E-3 status may be granted in up to 24-month increments.
- I certify that there has been no strike, lockout, or work stoppage in the occupational classification (for which this E-3 application is being filed) at the place of employment. If a strike, lockout, or work stoppage were to occur, we will notify the Immigration & Policy Research Officer within one business day.
- I certify that WMU will provide working conditions for the E-3 employee which will not adversely affect the working conditions of workers similarly employed.
- 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. The department will immediately inform the Immigration & Policy Research Officer at ISSA (269/387-5873 or shinsaeng.ko@wmich.edu) if there are any changes to the information given above.

Department Chair's name: _____ Signature: _____ Date: _____

College Dean's name: _____ Signature: _____ Date: _____

Provost or Vice President's name: _____ Signature: _____

Date: _____

C. ADMINISTRATIVE CONTACT INFORMATION

Name: _____ Title: _____

Phone: _____ Fax: _____ E-mail: _____

Address: _____
Street City State Zip Code