

Sample Employer Letter for E-3

Please print on letterhead

Date:

If the employee is outside the United States, address the letter to:

U.S. Consulate, Australia, Non – Immigrant Visa Section

If the employee is in the United States seeking to change or extend immigration status, address the letter to:

U.S. Department of Homeland Security  
U.S. Citizenship and Immigration Services  
ATTN: E-3 PROCESSING UNIT  
USCIS, Vermont Service Center  
75 Lower Welden St.  
Saint Albans, Vermont 05479

Dr. John Doe has been offered a position as an Instructor in the Department of \_\_\_\_\_ at Louisiana State University and A & M College, effective \_\_\_\_\_(Date). Dr. Doe is currently \_\_\_\_\_ (Explain as applicable eg employed by \_\_\_\_\_ as \_\_\_\_\_ in \_\_\_\_\_ immigration status; or is employed by \_\_\_\_\_ as \_\_\_\_\_ in Australia). We request E-3 classification effective \_\_\_\_\_ through \_\_\_\_\_ (up to 2 year). Dr. Doe’s salary will be \$40,000.00 per year. He will report to \_\_\_\_\_, professor and department chair.

If requesting an extension, state:

Dr. John Doe’s position as an Instructor has been continued. His salary is \$40,000.00 per year. He will continue to report to \_\_\_\_\_, professor and department chair. We request E-3 extension/renewal effective \_\_\_\_\_ through \_\_\_\_\_

Dr. Doe’s duties will include \_\_\_\_\_ (Describe duties and responsibilities clearly, and in detail; avoid unnecessary jargon; avoid anachronisms; explain some responsibilities that an adjudicator –a lay person- may find difficult to understand; state what the employee will teach; and state what other duties are typically associated with the position eg advising/mentoring students).

This position requires \_\_\_\_\_ (State the education requirements for the position and explain how the employee meets these requirements. If the employee’s degree is in a “related” field, explain how the degree relates to the main degree requirement and the job functions; and make reference to the courses listed in the employee’s transcript).

Sincerely,