

## **EMPLOYMENT-BASED IMMIGRANT PETITION: EB-1B FACULTY OR RESEARCHER**

Please read this **ENTIRE** document carefully and collect the evidence in the manner, order, and format described below. It covers *many, many* FAQs and is designed to make processing the university's EB-1B petition on your behalf as **efficient** as possible. IFSIS needs the information **exactly** as described below. Any deviation from the below will result in a delay in processing the EB-1B petition. If you have questions, please attend Office Hours any Tuesday or Friday between 2-4 PM on Zoom. Link is provided in the weekly e-newsletter from IFSIS or via [ifsis@uab.edu](mailto:ifsis@uab.edu). Please do not ask questions during Office Hours that are directly answered in this document. 😊

Immigrant status in the employment-based (EB) first preference category is available to “outstanding professors and researchers.” USCIS defines this further as those who can “demonstrate international recognition for [ ] outstanding achievements in a particular academic field.” A petition in the EB-1B category does not require UAB (the petitioning employer) to engage in the PERM labor certification process and establishes your priority date on the date USCIS receives the I-140 (see “TIMING” section below). USCIS review of an EB-1B petition is **highly** subjective, and the petition requires a substantial amount of supporting evidence. You must collect this evidence, since all of it concerns your personal achievements. A USCIS reviewer of an EB-1B petition is not interested in whether your continued presence in the US is in the US national interest (that is for an EB-2 NIW). **The EB-1B category relies solely on your personal, individual achievements based on the criteria below.**

General steps:

1. You read this Factsheet and the IFSIS website <https://www.uab.edu/global/faculty-staff/international-faculty-staff/permanent-residence> thoroughly.
2. You revise your CV to reflect every relevant evidentiary category below and email it to [ifsis@uab.edu](mailto:ifsis@uab.edu) for review.
3. You attend an IFSIS “Office Hours” session on Zoom any Tuesday or Friday afternoon, where you can ask any follow-up questions after reviewing the Factsheet and the IFSIS website in detail (**do not ask questions during Office Hours that are directly answered in this Factsheet**).
4. You ask your supervisor/department chair to email [ifsis@uab.edu](mailto:ifsis@uab.edu) stating that they support an EB-1B petition on your behalf.
5. You upload the evidence described below to a Box or Dropbox file for IFSIS review, as relevant to your specific career.
6. You consider whether you want to hire an attorney to help write letters for you (costing a few thousand dollars in fees), or if you want to use the IFSIS template and provide the evidence yourself. An attorney will require you to provide the same information that IFSIS requests.
7. You provide basic background information via our database/web portal, Welcome Client.
8. IFSIS reviews and analyzes all provided evidence and contacts you with follow-up questions.
9. IFSIS organizes all evidence and drafts a 6-8 page cover letter establishing which evidentiary criteria you meet for USCIS review.
10. IFSIS drafts USCIS forms for signature.
11. You bring USCIS filing fee checks or money orders to the IFSIS office (if you are paying upfront).
12. IFSIS files the petition with USCIS via UPS or FedEx with premium processing (if requested/ required) for adjudication within 15 business days.
13. USCIS approves the EB-1B petition. 😊
14. IFSIS emails you a copy of the I-140 approval notice (UAB, as the employer, retains the original, which is not required for your later green card application) and an I-485 checklist.
15. You prepare your personal Form I-485 permanent residence (“green card”) application and file it with

USCIS when your priority date becomes current in the Department of State's monthly [visa bulletin](#).

IFSIS prepares all EB-1B petitions in-house. However, *you* must provide and upload all relevant evidence establishing your eligibility for EB-1B status. You are in the best position to know the most about your achievements and about what evidence may be available. An outside attorney is not required, but it is perfectly fine if you wish to retain your own attorney to assist with letter drafting and evidence collection for the EB-1B process. An outside attorney will require you to provide all of the same information IFSIS requests, but will take longer and charge you thousands of dollars for it. 😊

### USE OF OUTSIDE ATTORNEY

Your attorney **cannot** prepare USCIS forms I-140 or I-907, **cannot** file an EB-1B I-140 petition on behalf of UAB, and **cannot** submit Form G-28 as a representative of the institution. Your attorney must mail all evidence and email a Word version of the evidentiary support letter directly to IFSIS at [ifsis@uab.edu](mailto:ifsis@uab.edu) to undergo mandatory IFSIS review and signature. If the attorney wishes to mail the evidence on paper/in hard copy via the US Postal Service, they should mail it to: UAB IFSIS, Attn: Executive Director, 1720 2<sup>nd</sup> Avenue South, AB 420, Birmingham, AL 35294-0110. If it will be shipped via FedEx or UPS, the attorney should send it to: UAB IFSIS, Attn: Executive Director, 701 20<sup>th</sup> Street South, AB 420, Birmingham, AL 35233.

IFSIS will immediately request USCIS to **withdraw** any EB-1B petition filed by an outside attorney without IFSIS review and final preparation. IFSIS will prepare USCIS Forms I-140 and I-907, draft the employment verification letter, collect checks, and obtain the appropriate signatures. Your attorney should **not** request these forms directly from your department or ask your department to sign forms they have prepared. **Your attorney must coordinate all requests through the IFSIS office.** IFSIS often works with law firms around the country and is happy to coordinate with your attorney, but they **must** respect and follow IFSIS processes.

**Please note:** IFSIS obtains an employment verification letter directly from your department administrator. Your attorney should not draft or request an additional employment verification letter. The one that IFSIS provides in the final I-140 petition suffices to establish that you have a “permanent” teaching and/or research position and have the requisite number of years of experience to qualify for EB-1B sponsorship. IFSIS will also include information about the employer's ability to pay the wage offered. Your attorney should not ask you or your department administrator to provide any financial documents or other evidence of ability to pay.

Be aware that an outside attorney will require you to provide the same, if not more, evidence described below in this Factsheet. An attorney's main “value added” is to help obtain the support letters needed from other professionals in the field, but your supervisor or PI can also likely provide the names of some contacts. Otherwise, you will have to provide the same information to an attorney as you would to IFSIS.

### MINIMUM REQUIREMENTS FOR EB-1B SPONSORSHIP BY UAB

1. Terminal degree (MD or PhD; will consider master's degree *in special circumstances*)
2. Three years of experience in teaching or research in the field of expertise
3. An offer of either tenure, a tenure-track position, or a “permanent” research/teaching position; and
4. Any **three** of the following, after assessment by IFSIS:
  - a. Original scientific or scholarly research contributions to the academic field;

- b. Authorship of scholarly books or articles in scholarly journals with international circulation in the academic field;
- c. Participation on a panel or individually as a judge of the work of others in the field;
- d. Receipt of major prizes or awards for outstanding achievement in the academic field;
- e. Membership in associations in the academic field that require outstanding achievement;
- f. Published material in professional publications written by others about your work in the same or a related field.

Learn more about the EB-1B category directly from USCIS [here](#). IFSIS is perfectly aware that *USCIS* requires a beneficiary to meet only two of the six evidentiary criteria. Nevertheless, **UAB** does not file EB-1B petitions unless you meet at least *three* criteria, in case USCIS discounts one of the categories of evidence. We want the petition to be successful. You must meet **three** criteria.

The most common criteria met by UAB's outstanding professors and researchers are: original scientific or scholarly contributions demonstrated through recommendation letters, authorship of scholarly books/ articles, participation as a judge of the work of others via peer review for scholarly journals, and receipt of major prizes (conference best paper awards, prestigious grants, etc.). However, everyone's situation is slightly different.

Please read this **ENTIRE** section carefully and collect the evidence in the manner, order, and format described below. It covers *many, many* FAQs and is designed to make processing the EB-1B as **efficient** as possible. IFSIS needs the information **exactly** as described below. Any deviation from the below will result in a delay in processing the EB-1B petition. Bring any questions to Office Hours, but do not ask questions during Office Hours that are directly answered in this document. 😊

#### UPLOAD SUPPORTING EVIDENCE NECESSARY FOR A SUCCESSFUL EB-1B PETITION

Please upload pdfs of **ALL** the following documents clearly labeled in a Dropbox, Box, or Microsoft OneDrive file and grant "editor" level access to the IFSIS staff member who will be working on the petition. **DO NOT USE GOOGLE DRIVE. IFSIS DOES NOT USE GOOGLE DRIVE.** If you use Box, please allow IFSIS staff access at a ***collaboration level higher than "Viewer Uploader"*** so that IFSIS can print directly from Box without having to download each individual file first. This will save significant time processing the paperwork.

*Do not* upload pictures or screen shots of documents. Upload native pdfs or Word documents whenever possible. All EB-1B evidence must be provided to USCIS in legible, printed, hard copy. Tiny font and/or documents that don't show a header or footer indicating the source are not helpful, and we will reply by asking you to re-upload more legible or better-identified documents.

IFSIS needs every single piece of evidence described below that is relevant to your particular situation. **Every single one.** IFSIS cannot assemble an EB-1B petition without **ALL** necessary documents. It is extremely inefficient to continue to upload documents haphazardly after IFSIS begins the initial review. IFSIS will begin review after being notified that **ALL** documents have been uploaded. Please label the documents clearly for ease of review and create subfolders for each type of relevant evidence below. IFSIS will contact you with additional questions if necessary. When in doubt, upload it! 😊 ***We will not begin processing the petition until all evidence is uploaded.***

Start by creating a single folder called "LAST NAME EB-1B Documents." You can then upload evidence into subfolders as instructed below.

1. Evidence of original scientific or scholarly research contributions to the academic field

Please upload no more than **five** recommendation letters in a subfolder labeled “Original Contributions.” There is a template recommendation letter at the end of this Factsheet to help guide your drafting.

**DO NOT JUST USE A TEMPLATE YOUR FRIEND GIVES YOU. PLEASE FOLLOW THE INSTRUCTIONS HERE AND USE THE TEMPLATE PROVIDED AT THE END OF THIS DOCUMENT.**

This is an extremely specific and carefully-tailored criterion. ***Please read the following information and the template recommendation letter at the end of this Factsheet extremely carefully.***

Please modify the “re” line and opening paragraph slightly for each recommender and use different fonts to give the letters a distinct tone/style and appearance. A template is designed to give you direction about the content, style, organization, and appropriate length of the letter. You are responsible for providing the description of the specific publication, presentation, abstract, case report, etc. that the recommender will highlight as significant and original. It is fine if more than one letter covers the same publication if it was a particularly high-impact discovery or contribution, but try to have 3-4 of your contributions (papers/presentations) discussed in total across the five letters so that every letter isn’t talking about the same one or two achievements. IFSIS selects the most useful/high-impact quotations from each letter to include in UAB’s overall support letter.

Choose your recommenders very carefully, perhaps in consultation with your current program director or supervisor, or a long-time mentor. It is also helpful to contact practitioners who have cited your work and ask if they would be willing to sign a letter as an objective recommender based on their familiarity with your publications.

These are not “typical” recommendation letters!! **THESE LETTERS SHOULD TALK SOLELY ABOUT YOUR PUBLICATIONS OR OTHER PUBLIC-FACING, PRESENTED MATERIAL. NOTHING ELSE.** Upload no more than five letters from other researchers or practitioners in the field that clearly and completely demonstrate how your publications establish you as “outstanding.” This means that the letters must go beyond simply stating that you published X paper in Y journal (USCIS will know that because we include a copy of the paper) and must also state that the publication was the first to demonstrate A, or changed the field by establishing B as a new standard of care or best practice.

There is no magic number of recommendation letters required. **IF SIS recommends that you collect no more than five letters.** We do not include more than five letters unless there is something *extremely* compelling or unique in a sixth letter that is not covered in any of the other letters. USCIS does not want to read the same information over and over again. USCIS has never pushed back on the qualifications of a particular recommender or the ranking of their current institution. Just find the people who can speak best about the significance and originality of your published work. If they happen to be from extremely prestigious institutions, all the better, but they do not *have* to be.

At least four letters must be from experts/researchers with whom you have never collaborated (*i.e.*, objective recommenders), and at least three should be from experts/researchers based outside the US. This combination will allow USCIS to see a) the objective excellence of your publications and b) the international scope of your reputation.

As many of the five letters as possible should be from ***objective*** recommenders. The letters should be ***addressed*** to USCIS, **but do not mail them to USCIS!** Ask your recommenders to provide clean, scanned, signed copies of the letters directly to you and upload a clean scanned copy with the rest of the supporting evidence provided to IFSIS. **Do not include more than one letter from anyone working at UAB, as this is highly subjective and of little**

weight with USCIS. The letters need to be as objective and internationally-based as possible. **IFSIS will not include more than one recommendation letter from UAB in the petition, and IFSIS will not include more than one recommendation letter from someone who supervised you during your PhD studies, fellowship, or postdoctoral training**, as these letters are incredibly subjective and carry extremely little weight with USCIS. The letters must show your national/international reputation for your publications in the field, not generic support letters.

“Hierarchy” of letters =

- Best: letter from someone based outside the US with whom you have never collaborated
- Second best: letter from someone based outside the US with whom you have collaborated
- Third best: letter from someone based inside the US with whom you have never collaborated
- Fourth best: letter from someone based inside the US with whom you have collaborated
- Still helpful, but very subjective: letter from current supervisor or PhD advisor

The EB-1B category is for individuals who are nationally and internationally recognized in the field, so you should be able to obtain letters from individuals who know the quality of your original contributions **after completing your education**. Your PI/supervisor/mentor should be able to identify colleagues who would be willing to sign an objective letter on your behalf.

USCIS very much expects to see **quality over quantity**. The more objective and international letters you can provide, the better. Please do not upload your recommenders’ CVs—we do not include these with the petition. The best letters show your national/international reputation for your achievements in the field and are not generic support letters. **The letters should speak directly to the impact and importance of specific research contributions/discoveries you have made**, including direct references to how a particular journal article or conference presentation you made changed their outlook or their own practices, or otherwise influenced the field.

The letters should include information about the writer’s qualifications for commenting on your achievements, including how long and in what capacity the writer has known you (or, more importantly, stating that they have never worked with you). Writers should NOT simply regurgitate your CV, and writers should NOT make general statements that you are “ethical,” a “pleasure to work with,” an “up and coming young researcher,” or a “promising young scientist.” The EB-1B category is for individuals who have already established themselves as outstanding and who have an international reputation. **Writers should NOT repeat that you have published X papers in Y prestigious journals or that you attended Z conferences—USCIS will have your CV and other supporting evidence about your publication record. This information is provided in the template at the end of this Factsheet.**

***NOTE:*** These are not “recommendation letters” like you would solicit for a job opportunity. USCIS is not interested in your collegiality or work ethic, or who your thesis supervisor was. **The template letter is designed for one purpose only: to meet this one specific criterion concerning significant, original contributions.** That is all it is designed to do. The best letters for EB-1B success focus directly on the impact of your original research and publication contributions. They are purposefully designed to address only this one specific evidentiary criterion of the EB-1B process. They are not “recommending” you for permanent residence. They are talking specifically about your original contributions. Please see the template below in this document.

Please also upload copies of any pending or approved patents as well, as these are direct evidence of significant and original contributions to the field. Furthermore, if you have invented a system or tool that has been purchased or marketed by a national or international company, upload evidence of that as well (this is a “significant business contribution”).

## 2. Evidence of scholarly books or articles in scholarly journals with international circulation

Please upload relevant documentation in a subfolder labeled “Publications.”

Select no more than your top ten most impressive/high-impact publications, especially those that your recommenders discuss in their letters as having an original and significant impact on the field. Upload **ONLY** copies of the cover page of each manuscript, book chapter, or book (with certified English translations as appropriate—notary template provided below) and the first page where the conclusion and end notes/references of the manuscripts begin. USCIS does not want complete copies of every paper you have published—they won’t read them.

Please do not email IFSIS asking if a certain publication “counts” or if you should upload X publication. **When in doubt, upload it.** IFSIS will consider all evidence provided and provide it to USCIS in the best light possible. If we have additional questions or need a specific publication, we will contact you.

Again, this is **quality over quantity**. There is no magic number of publications. USCIS only needs to see evidence that you have published in scholarly journals, *period*. Including copies of 20-30 papers will not necessarily make the petition any stronger, especially if they have no citations, you were sixth author, or they were published in open access/unranked/unindexed journals with low impact factors.

Highly-cited publications in high-impact journals carry the most weight with USCIS. IFSIS generally only includes publications in journals that are either a) ranked in the top 20 by Google Scholar or b) ranked in the first quartile (Q1) by Scimago (these also usually have a three-digit H index). As with recommendation letters, USCIS is looking for **quality over quantity**. Publications in obscure, unranked, or unindexed journals or journals that require payment are not helpful to an EB-1B petition.

Please also upload native pdfs of **both** the [Google Scholar journal ranking](https://www.google.com/scholar/journal_ranking) and the Scimago <https://www.scimagojr.com/> ranking of each of the journals in which your top ten (or 4-5) papers have been published, including the page of the Scimago ranking indicating the quartile of the journal. USCIS will expect to see evidence that your publications were in top-ranked journals and actually received citations, indicating the significance and impact of your work.

**A note about conference presentations:** If your publication and/or citation record is somewhat light, IFSIS can include discussion of your poster/abstract presentations at national or international conferences. Sometimes these are published in a supplement to a highly-ranked journal and can be useful, though not overwhelming, evidence of a “publication record.” IFSIS prefers to discuss such documents separately from full-length scholarly journals published as manuscripts. The best/better evidence for such items is the page from the national/international conference program listing you as an author on the poster/case report/presentation, or an email sent to your email address confirming that your poster/case report was selected for presentation at a conference.

## 3. Participation on a panel or individually as a judge of the work of others

Please upload relevant documentation in a subfolder labeled “Judge of the work of others.”

Upload emails confirming that you reviewed papers submitted to peer-reviewed journals (or a Publons report or certificate of review from the journal). This is the most standard and best type of evidence we see that fits this criterion.

Do not “pad” the evidence by uploading both the email asking you to review a paper and the email thanking you

for reviewing that same paper. *The email thanking you/confirming that you reviewed the paper is sufficient.* If the journal(s) you review for don't send confirmation emails, please log in to whatever tracking system the journal uses and print a legible, pdf screenshot of whatever shows how many reviews you have completed for the journal. IFSIS just needs documentary evidence of your participation.

Alternatively or additionally, you can upload letters from journal editorial review boards or native pdfs of a website where you are listed as a member of the editorial board, letters from a department chair attesting that you served on university dissertation or thesis committees (and how many, for what period of time), and/or letters or emails attesting that you judged a scientific competition or reviewed submissions for conference presentations.

You can also upload evidence of your participation on committees of national or international organizations dedicated to curriculum review, etc. indicating that your expertise was required to judge the value of the content of the training/education materials for the next generation of practitioners in the field or the readiness of a trainee to progress to the next level in their career. Evidence that you serve on UAB dissertation review panels is **OK**, but it's not **as good** as evidence of journal and conference review (which garners much more attention at the national and international levels outside UAB).

#### 4. Proof of receipt of major prizes or awards for outstanding achievement in the field

Please upload the following documentation in a subfolder labeled "Awards."

USCIS is looking for evidence of national and international recognition of your achievements and will focus especially on awards received **after your education was completed**. USCIS also wants to see prizes or awards, plural. Upload copies of the awards/prizes and a certified translation, if not in English. If you won a research or presentation award at a national or international conference, upload either the certificate itself (best evidence) or email confirmation of the prize (second-best evidence).

Also, upload documentation or provide links from an authoritative source explaining the selection criteria for the awards/prizes and indicating the significance of the award/prize on a national or international level. Please include **only** awards/prizes awarded after completion of your education, such as travel grants received from **outside** entities (not your university), grants, fellowships, conference awards for best poster/paper/presentation, etc. Do **not** include evidence of awards or presentations such as research day at your training institution, etc. **Do** include evidence of awards such as best paper or presentation at a national or international conference, research grants received, awards from national or international professional or research organizations for your contributions, etc.

USCIS is looking for **national/international** recognition of your work. Examples include but are not limited to: receipt of a travel grant to a national/international conference, best paper/podium presentation awards from conferences, external (e.g., NEA, NEH, NIH, etc.) grant funding (**not** small one-off, internal grant awards from the institution(s) where you studied), nationally/internationally-recognized scholarships from your home country government, Fulbright, etc. If you have received any of these grants, please upload the actual, official federal grant award papers (not merely an email notification of award) listing your name specifically as PI, co-PI, or a contributing researcher.

If in doubt, upload copies of all awards you have received. Please do not email IFSIS asking if X award "counts" or "is good enough." IFSIS will review all evidence in the totality and craft a narrative around the best evidence available. IFSIS will make a subjective judgment call about the value of any given award in the context of the overall petition. No one award will "make or break" an EB-1B petition.

5. Membership in associations in the academic field that require outstanding achievements

Please upload relevant documentation in a subfolder labeled “Memberships.”

USCIS wants to know if you have been ***nominated for or elected to*** membership in professional associations based on your achievements in the field. USCIS wants evidence of membership in associations, plural. Upload evidence of such memberships, including a link to the membership section of the organization’s website indicating that you were nominated based on achievement or excellence.

USCIS expects to see membership in multiple associations (*i.e.*, at least two). Upload proof of membership in the form of a membership card or letter from the organization. Upload the criteria for membership, including whether nominations and/or a certain number of publications or years of experience are required. Again, USCIS is looking for *nominated/recommended membership in professional associations based on your achievements*—not simply professional memberships that anyone in the field can hold. When it doubt, upload it! 😊

Do **NOT** upload information about membership in organizations granted simply by paying an annual membership fee. If you are simply a paid member of any professional organization in your field, that will not help an EB-1B petition. Do not upload certificates showing mere paid memberships. IFSIS will file the EB-1B only with evidence of nominated or elected memberships based on your achievements in the field.

Alternatively, if you are a “regular” member of a professional organization but have been nominated to participate in specific committees based on your expertise, experience, reputation, achievements, and/or nomination letters, USCIS will sometimes accept this as evidence of a membership requiring outstanding achievement. Again, we will need evidence of the selection criteria for the committee appointment to be able to demonstrate that you were selected because you are at the top of the field, *not merely because you volunteered to serve or paid annual dues*.

6. Published material in professional or major trade publications or major media written by others about you relating to your work in the academic field

Please upload relevant documentation in a subfolder labeled “Publications about my work.” Three types of evidence can be useful.

Upload a native, dated pdf copy of your Google Scholar citation index expanded to show all publications. Please review the information on your Google Scholar profile to make sure it reflects your current title/role/email at UAB (not your previous institution) and includes all relevant publications, with no duplicates.

Upload native pdfs (printed using the “header/footer” option if necessary so that the source/website/ date of publication is easily identifiable) of print or online media coverage referencing your publications or discoveries. For example, these can be from healio, Science News, EurekAlert!, the *New York Times*, etc. It is fine if the source discusses a paper or presentation on which you were a co-author (instead of first author) as long as we can tell from the publication that they are talking about your work. When uploading this information, make sure that the news source is identified directly on the face of the document. You may need to add headers/footers before printing to pdf so that the name of the news outlet or website appears on the face of the document. If we can’t prove the source in a legible manner, we can’t include the coverage.

Do *not* upload copies of general release press articles published by the media/communications department of institutions where you completed your PhD/postdoc, etc. These are too subjective and do not evidence objective national or international coverage of your work. The coverage needs to be from sources *outside* the institution

where you worked or trained.

Finally, upload pdfs of **ONLY** a) the cover page and b) the page where your paper is cited of 7-10 publications that have cited your work (this is also a good way to identify individuals who would potentially sign a support letter for you, described below). We need to list 7-10 different countries where your work has been cited. The citations should be a) by researchers/physicians located **OUTSIDE the US** and b) published in journals that are the official publication of a recognized national or international professional association, e.g., official journal of the American College of Pediatrics, official journal of the American Heart Association, official journal of the Korean Society for Astrophysics, official journal of the Indian Society of Engineers, etc. Evidence of citations from practitioners located inside the US and/or in unranked or open-source journals is *not sufficient*.

### ADDITIONAL/ALTERNATIVE EVIDENCE

You may have certain achievements that do not fit precisely into the evidentiary categories above. Feel free to upload additional evidence in a subfolder labeled “Extra Documents” so that IFSIS can assess whether including the additional information will strengthen the petition.

Please do **NOT** upload evidence irrelevant to the EB-1B category. IFSIS does *not* need evidence of high salary or offers from other institutions, information about how your work is in the national interest, or leading/critical roles for prestigious organizations. **None of that evidence is relevant to or required for an EB-1B petition.** Such evidence is relevant only to *non*-employer-sponsored immigration categories like the EB-2 national interest waiver and the EB-1A. IFSIS will not include this type of evidence with an EB-1B petition.

### EXPERIENCE VERIFICATION LETTER

Please see the template at the very end of this packet. We must be able to document **three years** of experience in the field via letter(s) from your current/past supervisor(s). The letter is for one single purpose: to verify the dates you worked in a particular role/lab and the specific research duties you had there. It does not need to say a single thing else about your career. It only needs to document that you have three years of experience in the field and what your specific research duties were. Please add necessary details as relevant and have your supervisor(s) print on institutional letterhead and sign. We need a clean email/scanned copy. Digital signatures are fine. No originals needed.

If you have not worked at UAB for three years, you will need to get one letter from your current UAB supervisor and at least one letter from your prior employer—however many letters it takes to document three years of experience researching in the field.

Please note: some employers try to provide only a standard letter from their HR office stating your title and dates worked. **THIS IS NOT SUFFICIENT.** We need the letter from your actual supervisor as provided in the template below.

### COST

Federal immigration regulations do not *require* employers to pay the USCIS I-140 filing fee and premium processing fee. Employees generally pay the fees upfront via personal check (or credit card, using [USCIS Form G-1450](#)) and then submit a reimbursement request to UAB Payroll. **IFSIS does not decide who pays the filing fee.** Please coordinate payment with your department/division and let IFSIS know who will pay. IFSIS already provided your department/division administrator with a Check Request Memo describing exactly which UAB accounts are eligible for paying immigration fees, and your department administrator should contact Financial Affairs directly

with any questions. IFSIS cannot advise on appropriate accounts.

IF SIS must receive a check or money order for \$715 made payable to “US Department of Homeland Security” (no other abbreviations allowed) for the I-140 filing fee. If you wish to request premium processing to obtain an adjudication within 15 business days for an additional \$2,805 fee, please also provide a separate check or money order (or ask your department to pay this fee also). It is fine if it takes 2-3 money orders to add up to \$2,805 due to limits on the value of each individual money order. IFSIS **strongly** recommends premium processing, especially if you need an I-140 approved in time to take advantage of a pre-existing priority date in another category that has become current in the visa bulletin, or if you need an I-140 approved in time to extend your underlying H-1B status beyond six years.

If you will pay the fees up front and request reimbursement, please bring the check(s) or money order(s) to the IFSIS office between 8:00 AM and 4:45 PM. There is no need to schedule an appointment to drop off checks. Please put them in an envelope marked “LAST NAME I-140 Checks.”

Checks and money orders must be made payable to “US Department of Homeland Security.” Do not use any other abbreviations.

If you choose to pay by credit card instead, please complete a [USCIS Form G-1450](#) for each fee (*i.e.*, we need one G-1450 for the \$715 filing fee and a *separate, second* [USCIS Form G-1450](#) for the \$2,805 premium processing fee, if you want to request premium processing).

**PLEASE NOTE:** If you will pay the fee(s) up front, you can request reimbursement through UAB Payroll if your department approves. The amount will be taxable as a benefit to you. It will probably take at least a month for reimbursement. IFSIS will email you a copy of the USCIS receipt that Payroll requires for reimbursement *after* the I-140 petition is approved. Please direct all questions regarding the reimbursement process to your department administrator or Financial Affairs. IFSIS is not involved in the reimbursement process.

## TIMING

IF SIS will not begin assembling an EB-1B petition until you notify us that **all evidence has been uploaded**. It is extremely disruptive and inefficient to continue to have to print and re-print documents from the Box file such as constantly revised CVs or constantly updated Google Scholar citation indices. Once **all evidence (including recommendation letters) has been uploaded**, IFSIS strives to file the EB-1B petition within **six weeks**. This timeline depends entirely on a) how much follow-up is needed after we review the evidence you uploaded (which depends largely on how closely you read and follow the instructions above), b) how long it takes to receive checks from you or the department, and c) the current IFSIS workflow at the time all of the evidence is received.

USCIS can take several months to adjudicate an I-140 without premium processing. You can always check USCIS processing times [here](#) by selecting Form I-140 and the Texas Service Center. All UAB EB-1B I-140 petitions must be filed at the Texas Service Center. With premium processing, USCIS will adjudicate (meaning approve, deny, or issue a Request for Evidence) within 15 business days, excluding federal holidays. Filing an EB-1B I-140 establishes your priority date, which determines when you can file Form I-485, adjustment of status application, to obtain permanent residence (also known as a “green card”). When your priority date becomes current in the US Department of State’s monthly [Visa Bulletin](#), you and your unmarried dependents born outside the US can assemble and file the documents associated with your personal I-485 “green card” application. IFSIS will provide you with a checklist after UAB’s I-140 on your behalf is approved but cannot advise on any aspect of the I-485 application process, since the information is entirely personal to you and your family.

## **TEMPLATE RECOMMENDATION LETTER AND NOTARY FORM FOLLOW BELOW**

## TEMPLATE RECOMMENDATION LETTER

(print on **OFFICIAL** employer/department/institution letterhead – **DO NOT CUT AND PASTE INSTITUTION LOGOS FROM THE INTERNET AND “CREATE” LETTERHEAD – THE WRITERS MUST USE OFFICIAL LETTERHEAD OF THEIR INSTITUTION**, sign, and scan a copy to the requestor)

Dear recommender: Thank you for supporting this EB-1B “outstanding professor or researcher” petition. You can add the most value to the petition by speaking directly to the beneficiary’s specific achievements, publications, breakthroughs, etc. **DO NOT SIMPLY REPEAT OR SUMMARIZE SECTIONS OF A CV or provide a character reference.** UAB encloses copies of manuscripts, degrees, CV, etc. with the petition. USCIS is most interested in your comments about the original, significant impact and originality of the beneficiary’s publications in the field how they are being implemented in practice/research around the world.

[Date]

USCIS Texas Service Center  
Attn: I-140  
6046 Belt Line Rd.  
Irving, TX 75038

**RE: Employment-Based Immigrant Visa Petition (EB-1B) by the University of Alabama at Birmingham on behalf of [BENEFICIARY]**

Dear Immigration Services Officer:

I write to support The University of Alabama at Birmingham (UAB)’s petition for Dr. \_\_\_\_\_ to become a permanent resident of the United States. As this letter will show, Dr. \_\_\_\_\_ is an outstanding researcher and scientist in the field of \_\_\_\_\_, and UAB has been fortunate to recruit him/her.

I am the Director of the \_\_\_\_\_ of the \_\_\_\_\_ in [CITY, COUNTRY]. I am Professor of \_\_\_\_\_ at the School of Medicine of the \_\_\_\_\_. I am a member of academic societies for \_\_\_\_\_ (name them). I am a reviewer for the prominent peer-reviewed journals in the field of \_\_\_\_\_, such as [name them]. Continue background/biographical paragraph of reviewer, including boards, appointments. THIS PARAGRAPH SHOULD NOT EXTEND PAST THE FIRST PAGE. KEEP IT BRIEF AND RELEVANT. I know Dr. \_\_\_\_ personally from SITUATION/COLLABORATION.

**OR**

I do not know Dr. \_\_\_\_\_ personally but am competent to discuss his/her outstanding abilities and enviable international reputation based on my experience outlined above.

**THE MOST IMPORTANT INFORMATION THAT CAN BE PROVIDED IN THIS LETTER IS SPECIFIC, DIRECT, CONCRETE STATEMENTS THAT THE BENEFICIARY WAS THE FIRST TO PUBLISH ABOUT A CERTAIN TECHNIQUE OR DISCOVERY AND THAT TECHNIQUE OR DISCOVERY IS BEING IMPLEMENTED AT YOUR INSTITUTION AS A BEST RESEARCH PRACTICE OR HAS AFFECTED YOUR RESEARCH OR CHANGED THE FIELD.** USCIS does not care merely that the beneficiary has been published, or even that they have been published in high-ranking journals. For EB-1B success, USCIS looks for specific, direct evidence that the beneficiary’s publications/poster/podium presentations were “original,” “significant,” and/or are being utilized/ implemented in current practice.

One of Dr. \_\_\_\_’s most important contributions was his/her publication in [*ITALICIZE THE NAME OF JOURNAL* or MENTION NAME OF CONFERENCE PRESENTATION] about [topic]. This research changed the field/caused me to rethink X/received international acclaim for/was heavily cited because . . . e.g., For the first time, because some phosphate metabolites were found to predominant in malignant tumors and others in benign

tumors, it was possible to determine the biomedical characteristics of intraocular tumors. Based on Dr. \_\_\_\_\_'s paper/presentation, I (or my institution/practice group) now implements X best practice or protocol to achieve the goal of more consistent lab results/better patient outcomes/lower mortality or infection/faster recovery time/lower cost healthcare with same efficacy, etc.).

In another publication, Dr. \_\_\_\_\_ was the first to show that X. This breakthrough was published in *[ITALICIZE THE NAME OF JOURNAL]*, the official journal of the [name the organization/association/society]. For example, he/she has shown that MRI can detect the presence of fibrovascular tissue in the orbital hydroxyapatite implants used to replace eyes removed because of untreatable cancers. This allows the physician to recognize that the implant is integrated into the orbit. As a leader in the field of these pioneering techniques, he/she has been asked to be senior author of the first atlas of magnetic resonance imaging of the eye and orbit.

Because of his/her outstanding research and international reputation, I strongly support UAB's petition for Dr. \_\_\_\_\_ to become a permanent resident based on outstanding teaching and research contributions. We need more researchers/professors like him/her in the US. If I can help in any other way, please, do not hesitate to contact me. Thank you very much for your attention and consideration.

Sincerely yours,

[NAME, TITLE, DEPARTMENT/INSTITUTION]

**[PLEASE PRINT ON OFFICIAL employer/department/institution letterhead – DO NOT CUT AND PASTE INSTITUTION LOGOS FROM THE INTERNET AND “CREATE” LETTERHEAD – THE WRITERS MUST USE OFFICIAL LETTERHEAD OF THEIR INSTITUTION,, SIGN, AND EMAIL A CLEAN PDF SCAN TO THE REQUESTOR]**

[DATE]

US Citizenship & Immigration Services  
Attn: I-140 Unit  
Texas Service Center  
6046 N. Belt Line Rd.  
Irving, TX 75038-0001

**Re: Immigrant Worker Petition in the EB-1B Category (Outstanding Professor or Researcher) Filed by the University of Alabama at Birmingham on Behalf of \_\_\_\_\_**

Dear Immigration Services Officer:

This letter is to certify that \_\_\_\_\_ was employed with \_\_\_\_\_ as a \_\_\_\_\_ from MM/DD/YYYY through MM/DD/YYYY. This was a full-time teaching and/or research position involving the following research projects and publications:

**PLEASE INSERT SPECIFICS HERE ABOUT THE RESEARCH YOU HAVE CONDUCTED – this letter is specifically to document that you have at least three years of experience researching and what your specific projects were. It serves no other purpose—this specific purpose only. The supervisor does not need to add generic comments about your career or achievements. Just document the research done and the time period.**

If you have any questions, please feel free to contact me.

Many thanks,

SUPERVISOR NAME

SUPERVISOR TITLE

Notarial Certificate of Translation

State of \_\_\_\_\_

County of \_\_\_\_\_

The attached documents entitled \_\_\_\_\_ were translated from \_\_\_\_\_ to English by \_\_\_\_\_.

I \_\_\_\_\_ certify that I am fluent (conversant) in the English and \_\_\_\_\_ languages and that the attached document is an accurate translation of the document entitled \_\_\_\_\_.

Typed Name of Translator:

Address:

Date:

Signature: \_\_\_\_\_

Who appeared before me this \_\_\_\_\_ day of \_\_\_\_\_, 202\_ in City, State.

Notary signature:

Notary seal: