EMployment-Based Immigrant Petition: EB-1B Physician-Scientist

Immigrant status in the employment-based (EB) first preference category is available to “outstanding professors and researchers.” USCIS defines this further as someone 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 specialty has a shortage and does not care whether your continued presence in the US is in the US national interest. This 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 for review
3. You attend an IFSIS “Office Hours” session on Zoom any Tuesday or Friday afternoon at a link we will provide via email, where you can ask any follow-up questions after reviewing the Factsheet and the IFSIS website in detail
4. You ask your supervisor/department chair to email ifsis@uab.edu stating that they support an EB-1B petition on your behalf.
5. You upload the evidence described below, as relevant to your specific situation
6. You provide basic background information via our web portal, Edge/Welcome Client
7. IFSIS reviews and analyzes all provided evidence and contacts you with follow-up questions
8. IFSIS organizes all evidence and drafts a 6-8 page cover letter establishing which evidentiary criteria you meet for USCIS review
9. IFSIS drafts USCIS forms for signature and obtains filing fee checks
10. IFSIS files the petition with the USCIS Texas Service Center via UPS or FedEx with premium processing (if requested/required) for adjudication within 15 calendar days

Please read this ENTIRE document carefully and collect the evidence in the manner, order, and format described below. We know it is long, but you are not the first person to be sponsored for EB-1B at UAB. 😊 This Factsheet answers many, many frequently-asked questions (FAQs) and is designed to make processing the EB-1B petition as efficient as possible. Please do not respond to this email with questions that are answered in this document. 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 on Zoom. Links are provided in the weekly e-newsletter from IFSIS or via ifsis@uab.edu.
11. USCIS approves the EB-1B petition 😊
12. IFSIS sends you a copy of the I-140 approval notice (UAB, as the employer, retains the original, which is not required for a green card application)
13. You prepare your personal I-485 permanent residence ("green card") application and file it with USCIS. IFSIS will provide you with a handy I-485 checklist to help.

IFSIS prepares all EB-1B petitions in-house and has a 100% approval rate. However, we rely heavily on you to 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 attorney will require you to provide all of the same information IFSIS requests.

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. All letters and evidence assembled or prepared by your attorney must be delivered to IFSIS in hard copy for mandatory IFSIS review and signature. Your attorney must also email a Word version of the evidentiary support letter to ifsis@uab.edu for review and finalization by IFSIS staff.

Your attorney should mail the printed, hard copy evidence via USPS to: UAB IFSIS, Attn: Executive Director Catherine Crowe, 1720 2nd Avenue South, AB 420, Birmingham, AL 35294-0110. If your attorney wishes to ship the evidence via courier (UPS or FedEx), they should ship it to: UAB IFSIS, Attn: Executive Director Catherine Crowe, 701 20th Street South, AB 420, Birmingham, AL 35233.

Your attorney must coordinate all requests through the IFSIS office. We routinely work with several law firms around the country and are happy to coordinate with the attorney of your choosing, but they must respect and follow IFSIS processes. We will immediately 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.

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” 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 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. Otherwise, you will have to provide essentially the same information to an attorney as you would to IFSIS.
MINIMUM REQUIREMENTS FOR CLINICAL FACULTY EB-1B SPONSORSHIP BY UAB

1. Three years of experience in the field (can include fellowship)

2. A UAB offer letter for a tenure-track position or “permanent” research position; and

3. Any three of the following, after assessment by IFSIS:
   a. Original scientific or scholarly research contributions to the field;
   b. Authorship of scholarly books or articles in scholarly journals with international circulation in the 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 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 outstanding professors and researchers are: original scientific or scholarly contributions, 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. Please do not respond to this email with questions that are answered in this document or on the website. IFSIS needs the information exactly as described below. Any deviation from the below will result in a delay in processing the EB-1B petition.

GATHERING SUPPORTING EVIDENCE NECESSARY FOR A SUCCESSFUL EB-1B PETITION

Please upload pdfs of ALL of the following documents into a Dropbox, Box, or Microsoft OneDrive file and grant “editor” level access to the IFSIS staff member who will be working on your petition. Create subfolders for each type of relevant evidence below. 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 the 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/EB-1B Factsheet Physician-Scientist
11/02/2022
IFSIS will begin review after being notified that ALL documents have been uploaded. Please label the documents clearly for ease of review. IFSIS will contact you with additional questions if necessary. When in doubt, upload it! 😊

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

Please upload relevant documentation in a folder labeled “Original Contributions.” There is a template recommendation letter at the end of this Factsheet to help guide this process.

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.**

A template letter for this criterion is provided to you at the end of this document. It is helpful if you take the time to modify the “re” line and opening paragraph slightly for each recommender and use different fonts to give the letters a distinct sound 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 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.

These are not “typical” recommendation letters!! Upload no more than five letters from other researchers or practitioners in the field that clearly and completely demonstrate how your achievements (i.e., publications, conference presentations, awards, etc.) establish you as “outstanding.” This generally means that the letters need to go beyond simply stating that you published X paper in Y journal, but also stating 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.

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.

There is no magic number of recommendation letters required. **IFYSIS 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 work. If they happen to be from extremely prestigious institutions, all the better, but they do not have to be.

At least 3-4 must be from practitioners with whom you have never collaborated (i.e., objective recommenders), and at least 2-3 should be from practitioners based outside the US. This combination will allow USCIS to see a) the objective excellence of your contributions 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 someone employed by 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 a former residency, fellowship, or thesis advisor,** as these letters are incredibly subjective and carry extremely little weight with USCIS. You need letters that will show your national/international reputation for your achievements 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 former supervisor or residency/fellowship director

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 training.** Your supervisor/director/chair should be able to identify colleagues who would be willing to sign a 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 physician.” 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—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 bedside manner or work ethic. **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. The letters should speak directly to the **impact and importance of specific contributions/discoveries you have made,** including direct references to how a particular paper you published or conference presentation you made changed their outlook or their own practices, improved patient outcomes, utilized a new technology/treatment, or otherwise influenced the field.
Please also upload copies of any pending or approved patents as well, as this is direct evidence of a significant and original contribution. Furthermore, if you have invented a biomedical tool or surgical implement 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 folder labeled “Publications.” We need both proof of publication and proof of the ranking of the journal in which it was published. Upload the cover page of each paper, book chapter, or book (with certified English translations as appropriate) and the first page where the conclusion and end notes/references of the paper begins. IFSIS does not need copies of every single one of your publications—please upload only the pages described above, and only for your top 10 papers/publications. If you have fewer than ten publications, upload the 4-5 that are in the most prestigious journals, have the most citations, on which you were first author, or which are mentioned in the significant original contribution letters described above. Use your judgment as to the publications that best demonstrate your contributions to the field.

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.

USCIS is interested in highly cited publications in high-impact journals. 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 to be considered are not helpful to an EB-1B petition.

Please also upload native pdfs of both the Google 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 abstracts/case reports: abstracts and case reports from national/international conference presentations or poster sessions that are published in a supplement to a highly-ranked journal 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 in the same or a related field

Please upload relevant documentation in a folder 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, resident/fellow training, 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 resident/fellow 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).

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

Please upload relevant documentation in a folder labeled “Awards.” The *best* evidence is an actual certificate or other official acknowledgment of the award. The second-best evidence is an email confirming your receipt of a prize or a native pdf of the website of the organization that awarded you the prize stating that you were a recipient in a certain year for a specific conference.

Examples include but are not limited to: receipt of a travel grant to a national/international conference, best paper/podium presentation awards from conferences, best resident/fellow, chief resident, external (e.g., NIH, AHA, etc.) grant funding (*not* small one-off, internal grant awards from the institution(s) where you completed your residency or fellowship), 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.

USCIS is looking for evidence of national and international recognition of your achievements and will focus especially on awards received *after your medical training 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 an email confirmation of the prize (second-best evidence).

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

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. We 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 folder 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 someone had to nominate you 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 academic associations based on your achievements—not simply professional memberships that anyone in the field can hold. When in 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. This can mean membership at the “fellow” level in professional associations that grant that designation (e.g., FACP).

Alternatively, if you are a “regular” member of a professional organization but have been nominated to participate in specific committees based on your achievements, reputation, 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.

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 folder labeled “Publications about my work.” Three types are required.

Upload a native pdf copy of your Google Scholar citation index expanded to show all publications. Make
sure the information at the top of the screen reflects your current role/appointment and not an old affiliation.

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 residency/fellowship/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 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 want to be able 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 are 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 folder marked “Extra Documents” so that IFSIS can assess whether it will strengthen the petition. Examples include, but are not limited to:

- Proof of patents
- Online videos/case studies (IF these have actually been watched/downloaded and IF they were done for reputable organizations and not random blogs)
- Curricula developed for training modules

Please do NOT upload evidence irrelevant to the EB-1B category. IFSIS does not need evidence of your work in a shortage area, 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 those types of evidence are relevant to or required for an EB-1B petition. Such evidence is relevant only to non-employer-sponsored immigration categories like the EB-2 physician national interest waiver and the EB-1A. IFSIS will not include this type of evidence with an EB-1B petition.

ADDITIONAL DOCUMENTATION REQUIRED:

You will receive an invitation to the Edge immigration database to upload relevant documents listed below related to your immigration history. Please follow the instructions in the email and label the
documents clearly for ease of review. IFSIS will contact you with additional questions if necessary.

| Biographical pages of your current, valid passport (if renewed since last H-1B filing) |
| Most recent Form I-94, printed from [https://i94.cbp.dhs.gov/I94/#/home](https://i94.cbp.dhs.gov/I94/#/home) |
| Current CV, revised to include every relevant category of evidence described above |
| **All prior immigration documents covering entire period of stay in US in any immigration status** (e.g., Form I-612 J-1 waiver approval notice, I-140 approval notice for prior EB-2 categories, etc.) |
| Three most recent pay slips from current employer (if currently employed in the US). Include pay slips from BOTH UAB and HSF or Valley if you are dually-appointed clinical faculty. |

**COST**

Federal immigration regulations do not require employers to pay the USCIS I-140 filing fee and premium processing fee. UAB does not have an institutional policy establishing whether you or your department/division must pay the USCIS filing fee for EB-1B petitions. **IFSIS does not decide who pays the filing fee.** Please coordinate payment with your department/division and let IFSIS know who will pay. If your department/division administrator needs a Check Request Memo, we will be happy to provide one. The Check Request Memo describes exactly which UAB accounts are eligible for paying immigration fees, and your department administrator can contact Financial Affairs directly with any questions.

IFSIS must receive a check or money order for $700 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 days for an additional $2,500 fee, please also provide a separate check or money order (or ask your department to pay this fee also). 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 be reimbursed, please bring the check(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.

**PLEASE NOTE:** If you will pay the fee(s) up front, you can request reimbursement through UAB Payroll, although the amount will be taxable as a benefit to you. It will take approximately three weeks 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**

IFSIS 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.

With premium processing, USCIS will adjudicate (meaning approve, deny, or issue a Request for Evidence) the petition within 15 calendar days, excluding federal holidays. USCIS can take several months to adjudicate I-140s without premium processing. You can always check USCIS processing times [here](#) by selecting Form I-140 and the Texas Service Center. 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 upon request.

**TEMPLATE RECOMMENDATION LETTER FOR SIGNIFICANT-ORIGINAL CONTRIBUTIONS**

FOLLOWS BELOW
TEMPLATE RECOMMENDATION LETTER

(print on employer/department/institution letterhead, sign, and return a clean scanned 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. rather than repeating information from a CV or providing character references. UAB submits copies of manuscripts, degrees, CV, etc. with the petition. USCIS is most interested in your comments about the original, significant impact of the requestor’s publications/case reports/abstracts/discoveries or contributions to better patient outcomes on the field and how it is 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 [REQUESTOR’S FULL NAME]

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 the United States is fortunate to have recruited 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 [national/international professional societies in the field]. I am a reviewer for prominent peer-reviewed journals in the field, such as [name them]. I am board certified in the field(s) of _____________. If you know the beneficiary from being a residency or fellowship director or supervisor, or through collaboration on a publication or conference presentation, say so here. I do/do not know Dr. _____ personally.

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 THESE LETTERS 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 TO IMPROVE PATIENT OUTCOMES. 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] about [topic]. This research changed the field/caused me to rethink X/received...
international acclaim for/was heavily cited/improved patient outcomes 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.

[IF RELEVANT, BUT DO NOT REGURGITATE CV] In addition to his/her superb basic research, Dr. ________ is recognized to be an outstanding clinician at [INSTITUTION]. He/she is routinely consulted on the diagnosis and management of _______________. His/her clinical research includes major papers on ______________. Dr. ________ is also a co-investigator on (or has been named as a contributing researcher or has personally received as PI) ________________, a national study funded by the National Institutes of Health.

Because of his/her outstanding research achievements and international reputation, I strongly support UAB’s petition in the outstanding researcher/professor category so that Dr. _____ can become a permanent resident of the United States. We need more physician-scientists/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]