



## Cover Sheet: I-140 EB-2 (Members of the Professions Holding Advanced Degrees and Aliens of Exceptional Ability in the Sciences, Arts, or Business)

**Important Note:** Please do not submit this request until you have consulted your OIS Immigration Specialist to determine that an I-140 in this category is appropriate.

Department	
Contact Name	
Contact Email	
Contact Phone	Contact Fax
Intl Faculty/Staff Name	
Intl Faculty/Staff Email	

**Please find attached the following [documents](#):**

**From Department**

- \$475 application fee check made out to the U.S. Department of Homeland Security
- Two photocopies of the original/official hire/appointment letter
- Original and copy of the employment verification letter

**From International Faculty/Staff Member**

- Two copies of the passport identification page (and page with extension of validity, if appropriate)
- Two copies of evidence of all post-secondary degrees (including English translation if in a language other than English)
- Two copies of the most recent curriculum vitae or resume
- (if applicable) Two copies of an official foreign academic credential evaluation for the highest relevant degree.
- (if applicable) Two copies of I-797 Receipt/Approval Notices for I-140/I-485 petitions

**Notes:**

**YOUR LPR REQUEST WILL BE PROCESSED WITHIN 8 WEEKS OF RECEIPT OF ALL MATERIALS**