

U.S. Lawful Permanent Resident Status for Members of the Professions Holding Advanced Degrees and Aliens of Exceptional Ability in the Sciences, Arts, or Business

*(“Special Handling” cases for those in tenured/tenure-track teaching
positions within 18 months of their initial letter of offer)*



*University of Pittsburgh
Office of International Services*





Greetings

The Office of International Services (OIS) at the University of Pittsburgh (Pitt) has prepared this packet of information to assist foreign nationals and their hiring departments at Pitt with the process of preparing an application for U.S. Lawful Permanent Resident (LPR) status for adjudication by the U.S. Citizenship & Immigration Services (USCIS).

The process is lengthy and complex, potentially involving various state and federal government agencies. In order to ensure that everything goes smoothly, it is extremely important that you read the materials in this packet very carefully and that you follow the instructions. This will avoid delays in the processing of your case.

Please be advised, however, that any estimated processing times referenced in this packet are subject to change without notice due to changes in the regulations/laws and/or due to backlogs within a particular government agency. OIS cannot control delays of this nature.

Commonly Used Acronyms or Abbreviations in the H-1B1 Request Packet

EB-2	The second preference level of an employment-based immigrant petition
INA	Immigration and Nationality Act
LPR	Lawful Permanent Residence
Pitt	University of Pittsburgh
OIS	Office of International Services
RFE	Request for Evidence
USCIS	U.S. Citizenship & Immigration Services

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Basic LPR Information

What is LPR Status?

- Lawful Permanent Resident status is reserved for foreign nationals who intend to reside in the United States permanently. Such individuals may also be referred to as **immigrants, green card holders, or resident aliens**. These terms may be used interchangeably throughout this packet.
- An individual can become a Lawful Permanent Resident through a variety of avenues. There are three principal bases to qualify for LPR status: (1) Family, (2) Employment, or (3) Public/Humanitarian Policy. The Office of International Services (OIS) at the University of Pittsburgh only facilitates applications for LPR based on **employment** and which require the University to function as the employer sponsor/petitioner on behalf of the foreign national.
- The U.S. Immigration & Nationality Act currently limits the total number of employment-based immigrants to 140,000 per fiscal year [INA 201(d) and 203(b)]. These 140,000 slots are divided between five employment-based “preference” categories as follows:
 - (1) FIRST Preference (EB-1): Aliens with Extraordinary Ability, Outstanding Professors and Researchers, and Certain Multinational Executives and Managers.
 - (2) SECOND Preference (EB-2): Members of the Professions Holding Advanced Degrees and Aliens of Exceptional Ability in the Sciences, Arts, or Business.
 - (3) THIRD Preference (EB-3): Professionals and Skilled Workers (requiring two or more years of specific education, training, or experience) and Other (Unskilled) Workers.
 - (4) FOURTH Preference (EB-4): Certain Special Immigrants.
 - (5) FIFTH Preference (EB-5): Employment Creation, for immigrants who invest in a new commercial enterprise that will benefit the U.S. economy and create at least 10 full-time jobs for U.S. workers.
- This packet has been created exclusively for assisting departments with the SECOND Preference (EB-2) category for “members of the professions holding advanced degrees or aliens of exceptional ability in the sciences, arts, or business” who are in **tenured/tenure-track teaching positions within 18 months of their initial letter of offer.**

Which Faculty Members Qualify for EB-2?

- The individual must hold an advanced degree, defined as any academic or professional degree or foreign equivalent above the U.S. baccalaureate. In some cases, a baccalaureate plus five years of appropriate experience can be counted as a master's degree.
- The individual's employment at the University of Pittsburgh must meet university policy for sponsorship of a Lawful Permanent Residence petition. See <http://www.ois.pitt.edu/pdf/LPRSponsorshipGuidelines.pdf> for more information.

Which Positions Qualify for EB-2?

- The position must be full-time, which the Department of Labor defines as requiring at least 36 hours or more per week.

- The position must be defined as “permanent” by the University. A permanent position is one that does not have a definite termination point defined either by a date of the completion of a project or assignment, is not seasonal or intermittent, and is not presently intended or contemplated by the employer to have some specified end date in the future. Tenure-track positions meet these criteria.
- To qualify for special handling the position must be tenure-track and include classroom teaching with registered course numbers for which the employee is listed as the instructor of record.
- The hiring department shall be responsible for documenting that the alien selected for the job opportunity in a competitive recruitment and selection process was found to be more qualified than any of the U.S. workers who applied for the job.
- The date of the original letter of offer must have been within the last 15 months to allow OIS sufficient time to complete the required verification process in time to meet federal requirements.

How is “Special Handling” Different from Other EB-2 Petitions?

The U.S. Department of Labor allows for “Special Handling” of the Permanent Labor Certification in certain cases within 18 months of the initial offer of employment. At the University of Pittsburgh, tenured or tenure-track teaching positions qualify for “Special Handling,” which essentially means that the position does not need to be re-advertised for the Permanent Labor Certification. This results in two important benefits:

- “Special Handling” cases are less time-consuming than other EB-2 cases because the position does not need to be re-advertised.
- “Special Handling” cases are less expensive than other EB-2 cases because your Immigration Specialist will file the Application for Permanent Employment Certification rather than an outside immigration attorney.

Administrative Information

Processing Times

Your LPR request will go through three stages:

- The request for permanent labor certification (ETA-9089).
- Form I-140 Immigrant Petition for Alien Worker. Either the pre-approved outside immigration attorney or your assigned OIS Immigration Specialist will prepare the EB-2 immigrant petition. This usually **takes up to six weeks after submission of complete paperwork**. If **retrogression** is not an issue, the I-485 will be submitted at the same time. See “Priority Dates and Retrogression” on page 7.
- Form I-485 Application to Adjust Status.

When judging the total processing time of an EB-2 LPR case, it is important to keep the following factors in mind:

- **Time to gather documents.** Remember that OIS’ six week processing time does not start until it receives complete paperwork.
- **Retrogression.** See “Priority Dates and Retrogression” on page 7 for more information.

- **Requests for Evidence.** See “Requests for Evidence (RFEs)” on page 7 for more information about Requests for Evidence, but be aware that an RFE will delay adjudication, possibly by several weeks or more.

An Immigration Specialist can help you to determine a tentative timeline for a specific case.

Fees

When preparing to pay fees for an LPR petition, keep the following in mind:

- All fees referenced above must be paid, except where noted, in the form of a check or money order made payable to “**U.S. Department of Homeland Security.**”
- All checks or money orders should be submitted to OIS with all other application materials and should NOT be sent directly to USCIS.
- Separate checks must be submitted for each fee.
- For internal check processing purposes at Pitt, please use the following address information for all checks (but again, do NOT send checks directly to this address; send to OIS):

**USCIS Texas Service Center
4141 North St. Augustine Road
Dallas, TX 75227**

Fees that must be paid by the department

- I-140 application fee: **\$475**
- OIS Cost Recovery Fee: **\$1,200** (NO CHECK NECESSARY. This fee is processed via an internal transfer of funds using a department budget number. The department will be asked for this account number in the INS Zoom Department Questionnaire, and will receive email confirmation of the charge.)

Fees typically paid by the applicant

- I-485 application fee: **\$1,010**
- Additional I-485 fee for dependents: **\$1,010** for each dependent 14 years of age and older / **\$600** for each dependent *under* 14 years of age.
- Form I-765: **No fee if filed with or while I-485 is pending** (*Optional. Consult with OIS Advisor.*)
- Form I-131: **No fee if filed with or while I-485 is pending** (*Optional. Consult with OIS Advisor.*)

Fees that may be paid by either the department or the applicant

- I-907 premium processing fee (I-140 petition only): **\$1,000**

ALL USCIS FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

EB-2 “Special Handling” Process Overview

Part 1: Assessment

- The foreign national and his/her faculty sponsor must review the University’s Policy Statement Regarding Sponsorship for U.S. Lawful Permanent Resident Status (<http://www.ois.pitt.edu/pdf/LPRPolicyFINAL.pdf>) to determine if he/she meets the University criteria for sponsorship.

If the international is found to be eligible for sponsorship, the LPR process can move forward.

- The foreign national AND his/her faculty sponsor and/or senior administrator in the department must meet with an Immigration Specialist in OIS (see <http://www.ois.pitt.edu/pdf/SchoolDeptAssign.pdf> for a complete listing of Immigration Specialists) to review the foreign national’s eligibility relevant to the University sponsorship policy, as well as the USCIS eligibility criteria, and to explain the application process in detail if the foreign national is found to be eligible for sponsorship. Your immigration specialist will provide you with detailed cover sheets to assist in gathering required documentation for the various steps in the LPR process.

When a “Special Handling” petition is recommended, the following guidelines and procedures will apply.

Part 2: Requesting the Permanent Labor Certification

- The hiring department will complete the Competitive Recruitment Report (see “Sample Outline for Competitive Recruitment Report” on page 10), assemble the supporting documentation, and forward them to the Immigration Specialist, who will review the material and complete the online ETA-9089. The international employee will also need to provide some information to the Immigration Specialist for this purpose.
- The hiring department must post a Notification of the Filing of the Permanent Employment Certification at the location of employment for ten (10) consecutive business days and in any in-house media normally utilized for the recruitment of similar positions. See “Sample Notice of Filing Application for Permanent Employment Certification” on page 13. The department must return to this posting to OIS once it is taken down.
- The sponsoring department gathers all required supporting documents, both from the department and the international employee (see the document checklists later in this packet for a detailed list) and submits to OIS with the appropriate cover sheet (provided to you by your immigration specialist). NOTE: At this point, it is only necessary to provide the documentation required for the PERM Labor Certification process. I-140 and I-485 documentation will be submitted later in the process.
- The Immigration Specialist will send a Department Case Starter Kit email from INS Zoom to the department administrator and the Applicant Case Starter Kit email to the international employee, usually within 48 hours of submission of the cover sheet and required documentation.
- Both the department administrator and the international employee complete their respective INS Zoom questionnaires, which link from the case kit emails - don’t forget to click the “Inform OIS” button to let us know when you’re done!

- The Immigration Specialist will submit the Application for Permanent Employment Certification (form ETA-9089) to DOL and will create the audit file, which DOL requires an employer to retain for five years. OIS will be the repository for these documents.

Part 3: LPR Petition Preparation

- After the Permanent Labor Certification has been **approved/certified** by DOL, OIS will send a second Department Case Starter Kit email from INS Zoom to the department administrator and the Applicant Case Starter Kit email to the international employee, for preparation of the I-140.
- Both the department administrator and the international employee complete their respective INS Zoom questionnaires, which link from the case kit emails - don't forget to click the "Inform OIS" button to let us know when you're done!
- OIS will organize all application materials, and prepare the Form I-140 (and the I-485 if filing concurrently). When all supporting documentation has been received from the applicant and the department, OIS can submit the application to USCIS for adjudication.

Part 4: Approval

- OIS will provide the international with a photocopy of the Form I-140 Receipt Notice and Approval Notice, upon receipt.
- The international must provide OIS with a photocopy of the Form I-485, Form I-131 and Form I-765 (if applicable) Receipt Notices for himself/herself, as well as for any dependents (if applicable), upon receipt.
- The foreign national must provide OIS with a photocopy of any approved Forms I-131 and EADs for himself/herself and any dependents, as applicable, upon receipt.
- Upon approval, the international must submit to OIS a legible photocopy of the I-551 stamp placed in his/her passport, as well as a legible photocopy of the Alien Registration Card (i.e., "green card") once it has been received by the international.

Requests for Evidence (RFEs)

When the USCIS adjudicates a petition, there are three possible results: approval, denial, or sending a Request for Evidence (RFE). An RFE means that the USCIS adjudicating officer wants more information or documentation before making a final decision. An RFE is not necessarily a bad thing, but it does cause an undesirable delay in petition processing.

Carefully following the instructions in this manual and consulting with your Immigration Specialist will minimize the likelihood of receiving an RFE.

If the petition does receive an RFE then the Immigration Specialist, international faculty/staff member, and department must work to respond quickly yet comprehensively.

Priority Dates and Retrogression

The U.S. federal government places limits on the per-country and per-category adjustment of status applications (green card applications) every year. In some cases, there is a "wait list" to submit the I-485 (see "Government Forms," below) based on the beneficiary's **priority date**. This system of wait times is

called **retrogression**. If there is no wait time then your Immigration Specialist can submit the I-485 **concurrently**, meaning that it will be filed at the same time and in the same envelope as the I-140. Consult your Immigration Specialist for more information.

Government Forms

All of the forms listed below are available on the web site of the U.S. Citizenship and Immigration Services – www.uscis.gov – by clicking “Immigration Forms.”

- **Form ETA 9089 (Application for Permanent Employment Certification)** – This form is accessible only by the employer or its designated representatives. When certified by the Department of Labor, the ETA-9089 forms the labor basis for proceeding with an EB-2 LPR petition.
- **PERM (Program Electronic Review Management)** – This is a method through which labor certification applications may be filed electronically with the Department of Labor through a dedicated web site.
- **Form I-140 (Immigrant Petition for Alien Worker)** – This form, along with supporting documents, is filed by the *sponsor* of the Lawful Permanent Residence petition, not by the beneficiary (the alien). This form establishes the eligibility for the alien to file an employment-based LPR petition, and it must be approved before the I-485 is adjudicated.
- **Form I-485 (Application to Register Permanent Residence or Adjust Status)** – This form, along with supporting documents, is completed by the *beneficiary* (the alien). The Form I-140 establishes a basis of eligibility for Lawful Permanent Residence and the I-485 is the actual application for formal adjustment of status to Resident Alien.
- **Form I-765 (Application for Employment Authorization)** – This form requests an Employment Authorization Document (EAD) from the USCIS, which allows the beneficiary (and certain dependents) to work in the U.S. Individuals with a pending I-485 are eligible for work permission in the U.S. as pending permanent residents. The I-765 can be filed concurrently (at the same time, in the same envelope) as the I-485.
- **Form I-131 (Application for Travel Document)** – This form allows a pending permanent resident (dependents included) to request Advanced Parole documents, which allow the beneficiary to travel internationally in advance of the green card approval. The I-131 can be filed concurrently (at the same time, in the same envelope) as the I-485.

Department Responsibility

Permanent Labor Certification

To support the Permanent Labor Certification, the hiring department must prepare a **Competitive Recruitment Report** (see “Sample Outline for Competitive Recruitment Report” on page 10) outlining in detail the complete recruitment procedures undertaken, setting forth the total number of applicants and the specific lawful job-related reasons why the foreign worker is more qualified than each U.S. worker who applied for the job. Attachments to the Competitive Recruitment Report include:

- Copies of all advertisements for the position
- Search committee report and recommendation
- Approval by the Provost’s Office, also serving as Affirmative Action Compliance
- Original Notification of Filing of the Permanent Employment Certification, annotated with dates of posting and signed
- Letter of Offer
- Appointment Letter
- Curriculum vitae* of faculty member

In addition, the hiring department must post a **Notification of the Filing of the Permanent Employment Certification** at the location of employment for ten (10) consecutive business days and in any in-house media normally utilized for the recruitment of similar positions. See “Sample Notice of Filing Application for Permanent Employment Certification” on page 13. This posting must be returned to OIS once it is taken down.

Sample Outline for Competitive Recruitment Report

(Print on letterhead and tailor accordingly)

(Date)

ALC Certification Officer
U.S. Department of Labor
Employment and Training Administration
Harris Tower
233 Peachtree Street, Suite 410
Atlanta, GA 30303

Re: Competitive Recruitment Report
Employer: University of Pittsburgh
Employee:

Dear Certification Officer:

This statement, and the attachments hereto, are offered as support of the University of Pittsburgh's (Pitt's) application for permanent labor certification related to the position of Assistant Professor held by _____ in the Department of _____.

Composition of the Search Committee

A Search Committee was established by _____, Chair (Director), Department of _____ on _____ for hiring an Assistant Professor to perform teaching and research in _____. Requirements for the position include (specifics taken from the national advertisement). Faculty committee members included Professors _____. Professor _____ chaired the committee.

Solicitation of Applications

The position was advertised nationally via various methods that ensured full coverage of the candidate market. The Department published the job announcement in the following print publications:

(Listed out, including title of the publication, edition number, and date of publication)

In addition to the above, the position was posted on the listserv and/or websites of _____. Further, the Department Chair also solicited applicants for the position by sending letters to _____ department

chairs and doctoral coordinators at Ph.D. granting institutions throughout the United States. And the job was posted and listed on the Pitt _____ website. The combination of the above advertisement provided extensive coverage for our search for applicants. Documentation of these recruitment efforts is attached to this letter.

Competitive Selection Process

1. There were _____ applicants who met the submission deadline of _____. The initial pool of applicants was reviewed by Professors _____ to identify candidates who would be a good fit for the position and who had appropriate academic credentials and strong letters of recommendation. This resulted in a set of _____ candidates who were subsequently interviewed at the _____ conference, held in _____ at _____. Professors _____ conducted all interviews at the conference.
2. After the _____ interviews, the list was reduced to _____ candidates who were brought to campus to interview for the position. Each candidate came to campus to interview with the faculty and college administrators, to make a presentation of her/his dissertation/research to the department's faculty and doctoral students, and to tour the area.
3. _____ of the top candidates withdrew their candidacy for the position because they had found other employment. _____ of the candidates were eliminated by the department's faculty because they did not fit well with the Department's (School's) mission and did not interview well.
4. The Department's faculty voted unanimously in favor of offering the position to _____. She/he accepted the position of Assistant Professor as shown in the attached letter of offer. The recruitment process was approved by _____, at the University of Pittsburgh, on _____. _____ completed her/his doctoral dissertation on _____ and joined the faculty of the Department of _____ in the School of _____, University of Pittsburgh, on _____.

Evaluation of the Most Qualified Candidate

(Brief statement noting the reasons for selecting the candidate.)

Statement of Teaching Responsibilities

(Brief statement noting assigned teaching responsibilities.)

Attestation of the Degree of _____'s Qualification and Achievements

To the best of my knowledge and belief, the qualifications and achievements of _____ herein, and in her/his attached curriculum vitae, are true and correct. In extending this job offer to _____, I certify that the requirements set forth in Federal regulations have been satisfied in the following ways:

- a. We have made every reasonable effort to locate qualified, willing and able United States citizens or permanent residents. We normally recruit at the prevailing wage and working conditions through advertisements and professional contacts.

- b. The wage offered is not based on commissions, bonuses, or other incentives and (is at) (exceeds) the prevailing wage as determined by the Pennsylvania Department of Labor and Industry.
- c. The job opportunity does not involve unlawful discrimination by race, creed, color, national origin, age, sex, religion, handicap, or citizenship.
- d. The job opportunity's terms, conditions and occupational environment are not contrary to federal state, or local law.
- e. The job opportunity is not (a) vacant because the former occupant is on strike or locked out in the course of a labor dispute involving a work stoppage and is not (b) at issue in a labor dispute involving a work stoppage.
- f. The job opportunity has been and is clearly open to any qualified U.S. worker.
- g. The U.S. workers who applied for the job opportunity were rejected for lawful job-related reasons.
- h. The job opportunity is for full-time, permanent employment for the University of Pittsburgh.
- i. The requirements for the job opportunity, as advertised, represent the actual minimum requirements, and we have not hired workers with less training or experience for jobs similar to that offered in this opportunity.
- j. The job opportunity described is without unduly restrictive job requirements; the described duties are normally required for this job classification.

As evidence of the foregoing, please find the following attachments enclosed:

- 1. Copy of the advertisement ("tear sheet") from at least one national print journal.
- 2. Copies of all advertisements for the position.
- 3. Copy of the official documentation of the committee making the recommendation to hire _____
- 4. Copy of the appointment letter to _____
- 5. Original notice of filing posted in the place of employment for ten (10) consecutive business days.
- 6. *Curriculum vitae* of _____

Sincerely yours,

(Name)

Chair, Department (School) of _____

encl

Sample Notice of Filing Application for Permanent Employment Certification

(To Be Completed and Posted by the Hiring Department)

Assistant Professor [tenure-track], [Discipline], in the [Department], [School], and [Campus, if applicable],
University of Pittsburgh.

[Brief description from advertisement listing job duties, minimum educational qualifications, work hours (e.g., full-time), and offered wage.]

The University of Pittsburgh is an Affirmative Action, Equal Opportunity Employer. Women and member of minority groups under-represented in academia are especially encouraged to apply.

This notice is posted in connection with the filing of an application for permanent alien certification

Any person may provide documentary evidence bearing on the application to the Certifying Officer at the following address:

U.S. Department of Labor
Employment and Training Administration
Harris Tower
233 Peachtree Street, Suite 410
Atlanta, Georgia 30303
Phone: (404) 893-0101
Fax: (404) 893-4642

I posted this notice at [location] from [date] to [date]

Signature

Date

I-140 Document Checklist

The Form I-140 (Immigrant Petition for Alien Worker) is filed by the University of Pittsburgh as the sponsor of your employment-based request for Lawful Permanent Residence. You must submit the following documents to OIS to support your I-140:

- Original Form ETA 9089 certified by the US Department of Labor.**
- Employment Verification Letter**

See “Sample Outline of Employer Letter” on page 15.

This letter is *not* an official offer of employment, but it must come from the person or persons in the department who are authorized by the University to extend an offer of employment or who otherwise have formal supervisory and/or hiring/firing authority over the foreign national. Even though the foreign national may already be working at the University, this letter is required. The letter must establish that the foreign national is employed, or will be employed, in a tenure or tenure-track teaching position or in a “permanent research position.”¹ The letter must also include the title and salary for the position that the foreign national now holds or the position that he/she will hold, a detailed job description, as well as an explanation of the foreign national’s qualifications for the position.

- Check for the required USCIS fee(s) made payable to “Department of Homeland Security”.**

See “Fees” on page 5

¹ Please note that “permanent,” in reference to a research position is defined as being “for a term of indefinite or unlimited duration, and in which the employee will ordinarily have an expectation of continued employment unless there is good cause for termination” [8 CFR 204.5(i)(2)]. The employer letter must include language that confirms the position meets this definition. It is important to note that some non-tenure/non-tenure-track positions at Pitt may not meet this definition and will therefore not be able to seek LPR status under the EB-1B preference category. See sample employer letter for more details.

Sample Outline of Employer Letter

The letter should be addressed to:

U.S. Citizenship & Immigration Services
Texas Service Center
4141 North St. Augustine Road
Dallas, TX 75227

Do *not* send the letter directly to USCIS. The letter must be submitted by the foreign national and/or his/her department to OIS for inclusion with all other application materials for mailing to USCIS. The letter should contain the elements included in the sample letter below:

- I am writing this letter in support of the US Lawful Permanent Resident petition for [NAME OF FOREIGN NATIONAL].
- He/she has worked at the University of Pittsburgh since [DATE OF HIRE] as a [POSITION TITLE].
 - **FOR TENURE/TENURE-STREAM POSITIONS** – Be sure to include language in this letter that makes clear this is a tenure/tenure-stream positions.
- The minimum requirements for this position are [DEGREE LEVEL] in [DISCIPLINE OR FIELD OF STUDY] or related field, and [#] year(s) of research experience in the field of [DISCIPLINE OR FIELD OF STUDY].
- [NAME OF FOREIGN NATIONAL]'s current annual salary is [\$].
- His/her job duties include [BRIEFLY DESCRIBE THE NATURE OF THE POSITION, INCLUDING MAJOR RESPONSIBILITIES AND DUTIES].

Applicant Responsibility

I-140 Document Checklist

The Form I-140 (Immigrant Petition for Alien Worker) is filed by the University of Pittsburgh as the sponsor of your employment-based request for lawful permanent residence. You must submit the following documents to OIS to support your I-140.

Two copies of all listed documentation are required. Unless otherwise listed, you should provide the original document and a photocopy. For items marked “copy,” provide two copies – the original document is not required.

- Current Curriculum Vitae (CV)**
- Copies of all education credentials (i.e., diplomas).**
With official translation if not in English
- Credential evaluation (if applicable)**

If your highest relevant degree is from a non-U.S. institution, you will need to submit a credential evaluation. For information regarding evaluations of educational credentials from all countries of the world, please consult one of the following web sites: <http://www.wes.org> or <http://www.aacrao.org/credential/index.htm>, <http://www.aice-eval.org>, or <http://www.naces.org>.

- INS Zoom Questionnaires [I-140 (Applicant)]**

Once the supporting documentation has been gathered, your department administrator will submit a request for an LPR petition through OIS’ INS Zoom software. You will then receive an email from your Immigration Specialist with a link to the online Questionnaire, which you will need to complete and submit.

The questionnaires will be submitted online – you are not required to submit a printout of it.

Please note that your Immigration Specialist will prepare the Form I-140 – you do not need to submit one.

I-485 Document Check List

The I-485 (Application to Register Permanent Residence or Adjust Status) is your application for Lawful Permanent Resident status. All of the below-listed forms are available on the USCIS web site – www.uscis.gov – by clicking “Immigration Forms.” You must submit the following documents to OIS to support your I-485.

Two copies of all listed documentation are required. Unless otherwise listed, you should provide the original document and a photocopy. For items marked “copy,” provide two copies – the original document is not required.

- Form I-485**
- Form I-693 Medical Exam and Form I-693 Supplement.** (See www.uscis.gov for the Civil Surgeon Locator in order to find local physicians designated to complete this form.)
- Form G-325A** (Biographic Information)
- 2 photos that meet USCIS specifications.**
To view the specifications, go to: <http://www.travel.state.gov/passport/pptphotos/index.html>. Include the name, Social Security Number, and I-94 number on the back of each photo.
- Photocopy of all passports held while in the United States**
Introductory page(s) and any and all stamped pages
- Photocopy of birth certificate**
With translation if not in English.
- Photocopy of approval (Form I-797) of Form I-140 (Immigrant Petition for Alien Worker)**
This is not applicable if filing I-140 and I-485 concurrently.
- For prior J-1 Exchange Visitors who were subject to the “two-year home country physical presence requirement” [INA 212(e)], a photocopy of the approval of a waiver of that requirement (Form I-612).**
- Photocopy of both sides of the Form I-94**
- Photocopy of evidence of having maintained an uninterrupted nonimmigrant status at all times while in the United States**
Photocopies of any I-20s, IAP-66s, DS-2019s, I-797s, etc.
- For foreign nationals who have held F-1 or J-1 *student* status, a photocopy of academic transcripts for the entire period of study in the United States.**

Optional Forms

See “Government Forms” on page 8 for more information. Note that additional supporting paperwork will be required if you are not filing these concurrently with the I-485.

- Form I-765** Application for Employment Authorization (**Note: Must use updated form after July 8, 2008**)
 - 2 photos that meet USCIS specifications.** To view the specifications, go to: <http://www.travel.state.gov/passport/pptphotos/index.html>. Include the name, Social Security Number, and I-94 number on the back of each photo
- Form I-131** Application for Travel Document

- **2 photos that meet USCIS specifications.** To view the specifications, go to: <http://www.travel.state.gov/passport/pptphotos/index.html>. Include the name, Social Security Number, and I-94 number on the back of each photo

NOTE: Internationals in O-1 status, or any nonimmigrant status other than H or L, are *required* to apply for Employment Authorization using Form I-765 and for Advanced Parole using Form I-131. **It is *not* optional for those individuals.**

Dependents

If you are filing with dependents (spouse or child under the age of 21), each of your dependents should submit each of the documents on the I-485 check list as well. In addition, your spouse should submit:

- Photocopy of marriage certificate and/or divorce certificate (if applicable)**

With official translation if not in English