

IMMIGRANT PETITION REQUEST FORM
EB-1 Outstanding Professor/Researcher

Beneficiary: _____ Was the position vacant or new at selection? VACANT

NEW

Is **Premium Processing Service** being requested? YES NO

Please prepare & attach the following documents to this form:

- Dean/Director's certification letter** verifying the offer of a tenured, tenure-track, or "permanent" research position and confirming the beneficiary's current UH employment (if applicable).

- If the employee has held postdoctoral UH employment for less than 3 years: Include employment certification letters from former employers to establish at least 3 years of postdoctoral teaching or research experience in the academic field. Letters must be on letterhead & include the employee's former title, employment dates, & duties in each position.
NOTE: Teaching/research experience gained while working on an advanced degree will suffice only if he/she obtained the degree & if teaching duties were such that he/she had full responsibility for the class, or if the research conducted toward the degree has been recognized within the academic field as "outstanding."

- Copy of the diploma or transcript for the highest degree conferred (must show field in which degree was obtained)

- Copy of updated Curriculum Vitae, including a list of publications

- Letter certifying the hiring unit's ability to pay the offered salary** – include a brief description of the AO/FO's responsibilities, hiring unit's total budget, & a statement that the unit has sufficient funds to pay the employee's salary for the duration of his/her employment.

- Copy of current PNF with valid appointment dates

- Copy of current white **I-94 card** (entry date stamp & all notations must be clear)

**Before completing the next section, please review the
EB-1 eligibility requirements at: www.hawaii.edu/fsis/eb/eb1.html#step1**

**Evidence must be submitted in AT LEAST 2, but preferably more,
of the 6 evidence categories (A through F)**

- Written summary identifying the documents being submitted in each category and clearly explaining the significance of each. Indicate the categories in which evidence is being submitted below:
 - A. Receipt of major prizes or awards for outstanding achievement in the academic field
 - B. Membership in associations in the academic field which require outstanding achievements of their members
 - C. Published material in professional publications written by others about the alien's work in the academic field
 - D. Participation on a panel or individually as the judge of the work of others in the same or an allied academic field
 - E. Original scientific or scholarly research contributions to the academic field **(required)**
 - F. Authorship of scholarly books or articles, in scholarly journals with international circulation, in the academic field

IMPORTANT: Full English translations & **translator's certification** must be attached to all foreign language documents.

UH units requesting the processing of EB-1 immigrant petitions must comply with UH policies & procedures & with US Department of Homeland Security regulations. Signatures below indicate the unit's acceptance of these responsibilities.

Dean/Dir/ Designee: _____ Signature: _____ Date: _____

Dept Chair: _____ Signature: _____ Date: _____

AO/PO/Contact: _____ Email/Phone: _____