



EB-2 National Interest Waiver (NIW)

DO-IT-YOURSELF GUIDE

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Good luck ù !

[DISCLAIMER](#)

[FOREWORD](#)

[PART I: INTRODUCTION](#)

[WHAT IS “ADVANCED DEGREE”?](#)

[WHAT IS “EXCEPTIONAL ABILITY”?](#)

[WHAT IS “NATIONAL INTEREST”?](#)

[LETTERS OF RECOMMENDATION](#)

[WHAT IS I-140 FORM?](#)

[WHERE TO SEND EB-2 NIW I-140 PETITION PACKAGE?](#)

[HOW TO ORGANIZE I-140 PETITION](#)

[HOW TO FILE I-485: ADJUSTMENT OF STATUS?](#)

[WHAT DOCUMENTS ARE REQUIRED FOR I-485?](#)

[WHAT ARE USCIS CHECKS DURING I-485 APPLICATION?](#)

[WHAT IF THE INTERVIEW IS REQUIRED?](#)

[EB-2 NIW FOR PHYSICIANS](#)

[EB-2 NIW FOR ENTREPRENEURS](#)

[WHAT TO DO IF YOU RECEIVED REQUEST FOR EVIDENCE \(RFE\)?](#)

[WHAT IS NOTICE OF INTENT TO DENY \(NOID\)?](#)

[PART II: WRITE A CONVINCING I-140 PETITION: TIPS, EXAMPLES
AND SUGGESTIONS](#)

[Certified / Attested Photocopies](#)

[Notarized copies](#)

[Cover Letter](#)

[Petition](#)

[EXHIBIT X. STATEMENT OF BENEFICIARY ON WORK PLANS IN THE
UNITED STATES](#)

[HOW TO ASK FOR LETTERS OF RECOMMENDATION](#)

[SAMPLE OF CONFERENCE INVITATION EVIDENCE](#)

[SAMPLE EMPLOYMENT OFFER LETTER](#)

[LETTERS OF RECOMMENDATION USED IN PETITION](#)

[Recommender #1 \(independent\)](#)

[Recommender #2 \(independent\)](#)

[Recommender #3 \(independent\)](#)

[Recommender #4 \(independent\)](#)

[Recommender #5 \(independent\)](#)

[Recommender #6 \(independent\)](#)

[Recommender #7 \(dependent\)](#)

[Recommender #8 \(dependent\)](#)

[Recommender # 9 \(dependent\)](#)

[Recommender/Supporter #10 \(dependent - Government\)](#)

[USEFUL PHRASES TO USE IN LETTERS OF RECOMMENDATION](#)

[SAMPLE RESUME](#)

[LIST OF EXHIBITS](#)

[PART III: CHECKLISTS](#)

[FORM I-140 CHECKLIST](#)

[FORM I-485 CHECKLIST](#)

[OTHER USEFUL INFORMATION](#)

Foreword

Dear friend and colleague,

Your working H1B permit, student F-1 or exchange visitor J-1 visas are about to expire and the Company or University that you have spent so many hours working for, have not shown any interest or desire (“we like you a lot but unfortunately economy is not doing well” mantra) to apply for the so called “green card” (EB-1 or EB-2) on your behalf? You are desperately looking for the way out because, according to famous quote from NASA “Failure is not an option” and you don’t want to go home? You start calling immigration lawyers (\$\$\$) and digging through internet for answers just to find all the conflicting information that you can think of? Based on USCIS and \$\$\$ lawyers, EB-2 NIWs are “an elite cadre of immigrants who earn green cards, and a path to citizenship, by proving they are tops in their field” (scary, isn’t it? Elite...tops...extraordinary...Nobel prize...Einstein). According to an article on NBC News back in 2013: “While the “extraordinary ability” and “National Interest Waiver” routes can be the fastest, persuading a faceless bureaucrat they deserve permanent residency can be a frustrating, expensive, even humbling experience for high achievers who may already be household names in their homelands. “The process is a nightmare,” said the researcher with the National Institutes of Health, who was born in India and studied and worked in the U.S. for nearly a decade before she pursued the coveted green card granting permanent U.S. residency....Fewer than 4,000 extraordinary ability EB-1A and EB-2 NIW green cards, which don’t require a job offer from an American sponsor, were approved last year. A third of the applications were rejected, according to U.S. citizenship and Immigration Services” (who would want to experience this nightmare if every third application is rejected?). Believe me, most of us been there and done that so you are not alone in this fight. My friends and I were browsing through tons of websites, FAQs, info-packages for days, read numerous forum threads (do “I have zillion of publications and I am so exceptionally good but my petition has been rejected, so all this do-it-yourself is a big nonsense and a scam!”

posts rings a bell? ù) just to assume that without a \$\$\$ lawyer, the dream to get that green piece of plastic is never going to happen (and yes, some of us did pay \$\$\$ to immigration lawyers). Wrong, so incredibly wrong!

Think about the whole process as a poker game. ù There are rules, there are tricks and there is a nice payout at the end of the game if you do everything right. However, if you never played poker, some of the rules may look too complicated, tricks sound pointless and the overall experience may not be worth your time and efforts. If that's how you feel about filing for EB-2 NIW ('I am not extraordinary'..."only lawyers can get me my green card because they know what they do..."it is too complicated..." wee wee wee) on your own, contact immigration lawyer and do not waste your time reading this e-book.

I hope you are still with me ù ; so, the rules and tricks of the EB-2 NIW "game":

Rule # 1: the most important is the Hard Evidence!

Trick #1: back every claim up with a piece of paper.

a) *You claim to be the best in the field?* (Even if you aren't, you are, if you know what I mean!) USCIS does not care what you say, they care what they see, which is hard evidence: award certificate from the funding agency (Remember, that in the U.S. most of the grants and fellowships are called awards, which is very confusing to Europeans, where literarily nothing is an award unless you won the first prize at some competition) stating that "Dr. (or Mr/Ms as PhD is not a prerequisite to get NIW approved) XXX was awarded \$\$\$ for their efforts to carry a specific project due to his/her exceptional performance and abilities" (don't say the award is for MSc or PhD studies as USCIS may not recognize it as an award! Play with words). Do not think it is silly or unnecessary, if you do, go to the lawyer and spend some hard earned \$\$\$. However, remember to add the criteria for the award (if you are still with me, there are really good examples in this e-book), awarding agency with a short description on how esteemed and amazing they are (I never used so many praise words in my entire life as I did in my EB-2 NIW, you will do too) and the likelihood to get such an award (e.g. "less than 10%

of applicants are awarded based on their abilities and accomplishments”). Take that information from agencies/institutions websites (all the funding agencies will say they are the best, the most prestigious and highly selective on their websites. Honestly, I have never read “we are a lousy, low-level agency who give money to everyone, so just ask ù) and add as an Exhibit to your petition (yes, in the end your petition will be hundreds of pages long but it’s worth an effort). Good examples of awards (in the U.S.) are: ORISE, RAP NRC, NIH, American Chemical and other societies. Examples from Europe are: European Commission Marie Curie fellowships (see, European style), Science Academies, National foundations, Humboldt Foundation, etc. In India these are: The Rhodes Scholarships, USIEF, Fulbright, INLAKS, etc. In China those are: Governmental scholarships/fellowships, etc. Again, remember, these are not fellowships or grants, these are Awards!

Important: if you use expression “award” in your petition and USCIS is not convinced, you will likely get a “Request for Evidence” (RFE) asking to explain (actually, persuade) the significance of such an award and why this is an award rather than a simple grant (“This is usually awarded to the most talented individuals in the field of...”). So, you have a chance to make it right using all the possible praise words you can think of. On the other hand, if you use “fellowship” or a “grant” and never an “award”, USCIS will never issue you an RFE asking to persuade them otherwise ù , which may result in the rejection of your petition because you did not fulfil the requirement (play your cards right, my friend). More on RFE from USCIS can be found here:

<http://www.uscis.gov/sites/default/files/USCIS/Outreach/Draft%20Request%2010-11.pdf>

b) *Your University “is highly esteemed, the best in the world”*: unless it is Top 20 Institution in the world, it is not, however you have to persuade USCIS that it is true. Remember that USCIS cannot know if “Homer Simpson University” is “highly esteemed” or not, so you have to provide them with a print out from 2014 QS World Universities Ranking backing this claim up. Unfortunately, some of the Universities are not even in the Top 200. What you do then is look for a specific department, school or a program. For instance, University alone may not be in Top 200, but your

Medical School may be in the Top 50 in the world! Instead of providing hard evidence on the University ranking alone, give USCIS your School/Department/Program ranking, which will definitely boost your chances to get the petition approved. In the event your school or a program is nowhere near Top 500, print the welcome page from your University's website with all the admiration words and compliments and add as Exhibit to your petition (again, never seen University/Institute that claims "we are the worst University you can find, we will not give you decent education but you can come, pay us tuition and have a good time" on their website). Remember, USCIS does not believe what you say but believe in what they see attached as hard evidence!

c) *You claim to be "extraordinary expert and talented scientist who gained respect of a scientific community and your peers"*. In reality, very few of us are truly extraordinary or extremely talented, most of us are hard working, "good at math" educated and somewhat intellectual individuals who want to get a "green card" and live happily ever after in the U.S. However, you have to persuade USCIS that without you getting this petition approved, U.S. economy will collapse and hell will break loose. Metrics to evaluate the abilities and accomplishments of a scientist, engineer, doctor, entrepreneur include (but definitely not limited to) publications, presentation and invitations to judge and/or evaluate the work of others. Unfortunately, publications and presentations are your bread and butter so simply providing USCIS with a list of publications and presentations will likely return an RFE: "as a scientist your job is to disseminate results in scientific journals and other media, therefore a number of publications does not provide enough evidence that you are "better" than those of similar qualifications...". The most important here are independent citations and/or a large number of downloads of your work (you can get all the citation reports from SCOPUS or Google Scholar with H graphs and other necessary information to make your case rock solid). Remember that it is always better to have 1000 citations of one publication than one citation of 1000 publications. But what to do if you do not have any publications or citations at all? Does that mean your petition will be rejected because you failed to submit the required evidence? Well, maybe yes but most likely not. To avoid that, you can provide a statement explaining that in your particular field, publication of discoveries may take more than several years due to the

complexity of the arduous task at hand. Ideally, you ask someone “independent” [I will talk about independent recommenders a bit later], to testify that “publication in this complex field may take years due to the stringent quality assurance requirements and it is generally accepted for the scientist of this caliber not to have a great number of publications in comparison to other fields. However, as Dr. XXX already made [name the method, discoveries, something that indicates your significant input] in this field (or developed a method/approach to...), I am using [name of a method, or some details that shows your superiority to other peers in your field] in my own research” (Nobody will dare to question the statement of an independent recommender who is an authority in the field and who is actually using your findings or research in their own work!). Furthermore, if that is not possible, send a manuscript (to avoid immediate rejection, write and submit a detailed review on the topic you are currently working on) to a respected journal in your field for publication (with rather high impact factor). When you get back positive (hopefully) reviews from three independent referees advising the editor to accept your manuscript for publication, add these reviews as Exhibits to your petition. Again, print the description of the journal where it is clearly written this is a respected journal with a very high bar for submitted work. Also, ask professors or other experts you know in the field to send you an email (not Re: but genuine fresh copy of an email, where signature block is visible) asking for your review/report/manuscript (“Dear Dr. XXX, I heard that you wrote an interesting report on [name of the field or a title] that some of my colleagues mentioned last week during a meeting. Would you be so kind to share it with me?”), and add those emails as Exhibits to your petition.

Invitation to present at various conferences, meetings and seminars are also a very valuable source of testimony of your extraordinary talents. Unfortunately, not all of us are fortunate enough to be invited to serve as conference chairs at the most important annual conferences and symposiums. The majority are simply paying our way in through memberships and conference fees. Have you ever received so called “scientific spam” with invitation to mysterious conferences you never heard of? You may be lucky, because some of those emails (please check the conference site before using this in your petition) are legitimate and you can

use these invitations as testimony of your abilities, especially if they are addressed to you (I have included a sample of such invitation in the e-book for your convenience). Another way to mitigate the lack of evidence is to contact organizing committees directly asking whether they still have keynote slots available and would like to consider you as one of the presenters. If that strategy does not work, you can submit your abstract and when it is accepted (and in a majority of cases it will be), ask the committee for an email that clearly states you are invited to present at this particular conference.

Requests to review or judge other people's work is significant part of your petition. Unfortunately, some has never been invited to review anything in their lives! What you can do is to contact the publishers (e.g. <http://www.sciencepublishinggroup.com/info/joinus.aspx>) or contact a journal editor directly to ask to be considered for the referee pool. Do the same to become Editorial Board Member of Journal X: contact the Editor-in-Chief with request and add your Resume for convenience. When you receive manuscripts to review, include the request to review and your reviews as Exhibits to your petition.

Rule # 2. Provide Letters of Recommendation from independent experts from a wide geographical area (never submit letters from one institution or one country!).

Trick # 2. How to get independent letters of recommendation:

a) EB-2 NIW requirements state that you need to provide *letters of recommendation from independent experts* to prove that you are extraordinary and your work is a matter of National Interest (by independent I mean not your thesis adviser, not your current or former colleague, not your cousin or a friend. They never formally worked with you, co-authored publications or submitted funding application as co-PIs). One way to collect evidence is to check (e.g. Scopus) who cited your work and send email to the corresponding author asking for their recommendation. This may be a good strategy and so many people used that but think about it this way. For instance, you don't have a stellar resume and reputation as an expert in the field, you have couple of

citations from three of your articles and a huge desire to get the EB-2 NIW approved. Do you think USCIS will approve your petition having a short letter stating “I have cited Dr. XXX work in my own publications”? Probably, but to play cards right, these letters need to provide much more information than that (there are six independent letters of recommendation included in this book for you to use while compiling your petition). In theory it is easy, all you have to have is somebody who cited your work testify that they did. But what if you had three citations and nobody of these three scientists was willing to testify? The solution is to look for three to five professors, managers or other experts in the world that you know (met at the conference, dinner party while they visited your adviser, reviewers and opponent of your doctoral thesis, friend of a friend, ...) and know you (the ones who can judge your work) but never officially worked with you (e.g. they are not from the same department at the University, not your former class-or University mates, did not co-author publications with you, did not apply for funding X years ago) and ask to write or sign already prepared letters of recommendation. Former doctoral thesis advisers and opponent are particularly good candidates because they never worked with you (otherwise they would not be appointed to judge your work) but know your work in great details. Ideally, they also cited your work in their own publications. If not, you have to add various interpretations of “...use Dr. XXX discoveries in my own research” many times throughout letter of recommendation to make the case stronger (see letters of recommendation in this e-book to better understand what I mean).

b) *Government or Federal employees’ letters of support* (they cannot officially recommend but support your case, so you cannot call those “letters of recommendation” anywhere in your petition) are particularly important and carry lots of weight in your petition. Unfortunately, not all of us worked as contractors to the U.S. government or held postdoctoral associate positions at Federal laboratories. Ask your friends or adviser if they know someone from a Federal laboratory and who is willing to write a letter of support. First, it would be independent supporter and second, it would aid your case enormously. Be proactive!

Rule # 3. Trust yourself, information and knowledge in this book, if you

can't, forget what you have read and use an experienced immigration lawyer.

a) Let us analyze what the \$\$\$ lawyer would or could do for you to make your petition approved. Usually they will draft letters of recommendation specifically tailored for your case. Hello, would it be you, who provide all the information about your accomplishments and achievements to them to draft these letters? There are no new words and word combinations to use in these letters to support the claim that you are "extraordinary" or "your research is in National Interest" and "I heartily support your petition for permanent residency, because I never met anyone of your caliber and talent who already impacted research programs at our University" that you never heard of. That "your significant contribution to the field of [name of the field] has been an immense help to a wider community"? "Your background and natural intelligence far exceeds the peers with similar years of experiences"? What else can be included in the letter of recommendation other than "I heartily support....then a second paragraph on I am a professor in [name of the field] with more than 30 years of experience, having co-authored more than 200 scientific publications, books, book chapters and reports and currently serving as an Editor (Associated Editor...Conference chair...) of X journal....then a third paragraph on I have never met Dr. XXX but closely follow his/her career because we publish in the same field and journals that I am contributing...then a fourth paragraph on how important is the research and how valuable your contributions are to the field based on your publications (title, year, volume and the page numbers), reports, conference proceedings....then a fifth paragraph on how extraordinary you are incorporating National Interest and similar "buzz words" and...finally the last paragraph on how U.S. needs to retain scientists of your caliber and standing because of your experiences, expertise and work that is clearly in National Interest of the country. Can lawyers find anything else to say or use a magic formula to convince USCIS to grant you a "green card"? Knowing the rules and tricks (buzzwords) you can write as many amazing letters of recommendation as you desire, unfortunately need to find world renowned experts to sign them ù . If you still don't feel that you have enough information and

examples, please use experienced lawyer to help you with your petition.

b) You already know that the focal point of your petition is hard evidence. Anything you say should be backed up by a piece of paper certifying your words (and I mean everything: you say I am exceptional, put a piece of paper certifying that, you say my research is in the National Interest, prove it with a print out or a testimony from the expert! Think like a lawyer – evidence is everything ù). Lawyers can do some leg work for you (but remember, \$\$\$) looking for information online or through their own resources to find the criteria for your awards, ranking of your Universities, importance of your research. Can you do it yourself? Absolutely! ù Would your evidence be any different from theirs? Well... no, because you know what you need and you know what you are looking for!

c) Compiling petition is a hard work because you have to put a nice story together that shows your brilliance, superiority to peers of similar qualifications and importance to the National Interest. Can you do that yourself? Yes! ù Lawyers always emphasize how diligent and complex process it is, which is true and they know how to make the approval happen, which may be true. But...\$\$\$. Can you compile petition yourself even if it is a diligent and complex process? Yes you can, if you follow the rules and use the tricks we talked about. Again, if you are not convinced, please use an experienced immigration lawyer to regain a good night sleep. Take petition pre-filled in this e-book and amend it with your information (your field of research, your recommenders or supporters, your achievements and your awards). But be meticulous and do your job accurately like a lawyer – every single time you claim something, add a hard evidence and reference it (e.g. Refer to Exhibit 1. Resume) properly. Place Exhibit into Appendix of your petition. Add another Exhibit...and another, until you have the whole story told. Do not forget to sign the petition (do not laugh, it is one of the major problems with petitioners, who remember to provide evidence but forget to sign the whole thing!). Can lawyers draft your Resume to be included into your petition? Sure...can you write it yourself using an example in this e-book (which shows not only who you are but how good you are in comparison to others!)? Yes you can ù .

Can lawyers pre-fill your I-140 and I-485 forms? Without a doubt, but shame on you if you cannot fill the forms that are straight forward (help is provided with relevant codes and other tricky information in this e-book) yourself. Can lawyers provide you with a citation index, ranking of the journals, their impact factors and a list of your publications? Yes, if you provide them with all the necessary information (most likely they don't have access to SCOPUS and do not have your list of publications unless you give them). Can you do that yourself? You know the answer already.

As you see, everything is possible and filing for EB-2 NIW is not something you cannot do yourself. Just follow the rules, use the tricks, if you have to and be extremely diligent compiling an actual petition and providing hard evidence to make a strong case. The payout at the end is so sweet.

The purpose of this e-book is to familiarize and guide you through the process of self-petitioning for your permanent residency through National Interest Waiver. This e-book provides you with a detailed guide for preparing a NIW petition and associated documents. This e-book consists of 1) Introductory section where most of the questions are explained on what, how and where; 2) Actual petition with samples of hard evidence called Exhibits, ten (10) complete letters of recommendation, useful phrases to use in your letters of recommendation, tips for successful petition and 3) checklists for I-140 and I-485, and a summary.

PART I: INTRODUCTION

EB-2 National Interest Waiver (NIW) is for people with advanced degrees in professional areas or possess exceptional ability in science, business and a

What is “Advanced Degree”?

- . A degree above a bachelor's received in the United States or a foreign equivalent OR
- . Bachelor's degree with at least five (5) years evidenced (e.g. letters from current and/or previous employers on experience, expertise and knowledge) performance in the area.

What is “Exceptional Ability”?

Expertise well above the average or ordinary in his or her field. However, University or College degree, certificate or license to practice a profession alone may not be sufficient to demonstrate exceptional ability. Therefore, hard evidence should be presented:

- . Official academic record of a degree from University or College (Important: foreign nationals need to evaluate their credentials through accredited organizations such as ECE <https://www.ece.org/>, WES <https://www.wes.org/> or similar)
- . Letters from current and past employers evidencing at least ten (10) years of full-time experience in the area.
- . Certification or a license to practice a profession.
- . Evidence that a petitioner commands high salary or other types of remuneration for services that demonstrate exceptional ability (you can find salaries and benefits for your profession/occupation online. Provide evidence that your salary is well above your peers).
- . Evidence of recognition and/or significant contributions to the field of expertise, e.g. awards (if presenting membership, include description of organization, how difficult is to become a member, criteria of a membership)

What is “National Interest”?

There are no regulatory definition of the term “national interest”, other than a foreign national needs to prove his/her expertise and experience are of national benefit. Each case is judged on its own merits.

Factors that are considered in successful cases:

- . Foreign national will improve the U.S. economy.
- . Foreign national will improve wages and working conditions of U.S. workers.
- . Foreign national will provide more affordable housing for U.S. residents.
- . Foreign national will improve U.S. environment and may result in a more effective use of national resources.
- . NIW is requested by the U.S. government.

USCIS relies on a 1998 Administrative Appeals Office precedent decision setting forth a three-prong test for evaluating requests for a National Interest Waiver:

- . **Area of substantial intrinsic merit**

Area of expertise or employment should relate to important national goals ([see above](#)) and the work must be beneficial to the United States. Intrinsic merit is not limited to science, but can be demonstrated for arts, social sciences and business. Evidence should include argument why the work is important and what are actual benefits to the U.S. This include letters of recommendation from experts in the field, peer reviewed publications, patents, reports, reviews, invitations to conferences and meetings.

Examples: environmental nanotechnologist developing materials for water and soil remediation that contributes to better environment; biochemist developing anti-viral and anti-cancer drug to improve health of millions in the U.S.; consultant working on energy processes to improve U.S. economy and environment; singer that contributes an advancement of arts in the U.S.; a physician developing methods and approaches to improve healthcare in the U.S.; entrepreneur creating jobs and improving economy in the U.S.

Important: there is no requirement to have PhD to get EB-2 NIW

approved.

I. Proposed benefit of national scope

The benefit of the work cannot be geographically limited. For instance, a medical doctor may be working in a small rural community, but his/her developed procedures are beneficial for the country at large. As a rule of thumb, scientists, computer-specialists, economists and physicians can easily demonstrate national benefits (**please see more information in the following sections**). Evidence should include the letter of support (not a recommendation letter) from Government (Government funding such as ORISE, NIH, RAP NRC), citations of your work (e.g. SCOPUS) proving the importance of your work and demonstrating that your work has been implemented or used by researchers/professionals both, nationally and internationally; and letters of recommendation explaining the national benefits of the work and real examples of how your work has been implemented and how it already impacted various geographic regions.

Examples: medical doctor who created diagnostic method that is implemented throughout the country; environmental engineer developing water treatment methods applicable nationally; physicist developing fuel cells that can be used nationwide; computer specialist developing programs that can be used nationally.

II. National interest to the United States

This is one of the most difficult to satisfy because it needs to persuade USCIS that “the national interest would be adversely affected if a labor certification were required”. In layman’s terms it means that despite U.S. workers need to be protected and be employed, foreign nationals will likely bring more to the well-being of the country if their NIW is approved. So, the petitioner must demonstrate that national interest would be adversely affected if he/she could not continue working in his/her respective field. For instance, foreign national plays a crucial role in NIH funded project and more than likely the project will not continue without his/her contribution. Maybe fuel cell research will be hindered without the foreign national contribution? Would a national goal be compromised without foreign national presence in the U.S.? Thus, recommendation letters, funding acquisition, patents, cited

work and other evidence must show how the foreign national have already influenced their field.

Not “will influence” but have already influenced it.

Evidence should include not only a mere statement that a petitioner is simply the best, but provide a sound, evidence-based argument that he/she has met the requirements. Also, it's not enough to state that experience and expertise is greater than his/her peers but provide documented evidence how the petitioner has done so (**please refer to the subsequent sections for examples of strong arguments that address all the necessary requirements**). Some of the evidence that satisfy the requirements for NIW:

- . **Peer reviewed publications and citation records** including journal articles, book chapters, and books: a complete publication record (SCOPUS, Google scholar) should be included with the petition that demonstrates scientific achievement. Unfortunately, the large number of publications does not mean the petition will be automatically approved. It is a scientist's job to publish, the same as the plumber's job is to install sinks and bathtubs. 1000 installed sinks does not necessarily mean a plumber is the best in the area, the quality of his/her work that matters! One publication in *Science* or *Nature* with 1000 citations has a much bigger impact than 1000 articles in mediocre journals with only a few citations. Therefore, publication record should be accompanied with a citation record (so called h factor) and the impact factors of the journals along with a short description of the journal (**e.g. top 5 journal in environmental field with ~ 10% acceptance**) to demonstrate his/her influence in the field. There are no “magic number” of citations that will guarantee the NIW approval, but there are several strategies presented in this e-book that can be used to counterbalance a low citation record.
- I. **Letters of recommendation:** these are critical for NIW approval! Independent letters of recommendation from people that never worked or studied with you, collaborated with you or advised you, are much more important in comparison to letters of recommendation

from dependent recommenders. Several strategies for successful recommendation letters will be provided later in the book. These letters should include detailed description of your contribution to the field and their significance in layman's terms. Also, add a couple of paragraphs how these contributions and implementation of the work directly benefit the U.S. To strengthen the case, independent recommenders should include how they used the work in their own research or businesses. "Implementation" of the work is very important because it sets you apart from other peers in the field! It may include emails to share research findings, collaboration requests, commercialized patents, etc.

II.

- ✓. **Evidence of influence** include but not limited to media coverage, expert testimony, awards, feature articles about you, number of citations of the work, patents, successful grant applications, invitations to conferences as keynote speaker or presenter, invitations to serve on editorial boards or as editor in books, requests to review manuscripts. Remember, it is not sufficient just to list achievements, e.g. "invited to 10 conferences and reviewed more than 10 manuscripts for various journals" without presenting evidence what were these conferences, what did you present, what journals asked you to review (**include reviews or at least include "PrintScreen" of the reviews page**). In summary, it should present evidence that you qualify for a National Interest Waiver.

All the evidence must emphasize the intent to continue working in the same field.

- ✓. **Awards:** highly selective awards will demonstrate your recognition in the field of endeavor and can be used to strengthen the NIW case. Evidence include detailed description of the award (national or international), how many people applied or were considered and how many got the award (e.g. less than 5% was awarded), what the selection criteria were and who judged the award. Remember that

“Best term paper” or “Travel grant” are not considered prestigious by the USCIS. On the contrary, “Best American Chemical Society journal paper” or “Small business award” shows achievement above others in the field.

- I. **Media coverage:** media article (New York Times, USA Today, New Scientist), radio program or TV coverage demonstrates the influence of the person in the field. The rule of thumb, the more prestigious is the coverage and more people it reaches, the higher significance it carries with USCIS.
- II. **Funding (especially U.S. government programs such as National Science Foundation, Department of Energy, Department of Defense, US Environmental Protection Agency, NASA):** evidence shows that your work is not only of substantial intrinsic merit but is of national interest. The greater and longer the award is, the more influential it is.
- III. **Memberships in societies:** membership in prestigious societies that require outstanding achievements (Sigma Xi, American Chemical Society) show that you have separated yourself from your peers.
- X. **Judging the work of others:** serving on editorial boards and be appointed as a scientific adviser of a doctoral candidate, conference chair, judge of an artistic exhibition, which confirms your expertise and high position in your field. However, do not forget to include evidence, which explains the selection process and significance of such a position.
- I. **Commercial success:** is evidenced by high sales figures and revenues in addition to commercial patents and licenses.
- I. **High salary:** a high salary distinguish you from your peers, thus include the print out from relevant websites (e.g. salary.com) showing average salaries for your position and then add a letter from your employer, pay stubs or W-2 tax returns indicating that you commenced much higher salary showing your importance and standing in the field.
- II. **Request of your work:** it would demonstrate your influence in the field. Evidence include e-mail requests to send journal articles you co-authored, high number of article downloads, requests to collaborate, etc.

USCIS officers are not experts in the field, thus they look for evidence to help them decide whether the petitioner qualifies for National Interest Waiver.

Letters of Recommendation

Letters of recommendation from independent recommenders or people outside of your immediate personal and professional circle carry more weight. Never send letters of recommendation from one institution, regardless how highly esteemed it is.

As letters of recommendation are essential for successful approval of NIW case, some additional tips and information is to be provided. USCIS officials are usually not experts in the field, thus letters of recommendation and other evidence have to persuade them that petitioner is of extraordinary or exceptional ability and is entitled to the waiver of a labor certification. According to USCIS guidelines, there is no requirement of minimum number of scientific publications or citations. Also, great number of citations does not mean that NIW will be automatically approved. Thus, significance of petitioner's contribution is usually judged by strong recommendation letters supported by a number of citations. In order to have strong letters, you have to choose the best candidates to do that. Letters may be written by people that do not know you personally but know your work and can testify that you are an influential leader in the field of the endeavor.

Remember, letters of recommendation for NIW are different from regular letters. USCIS officials may not need to know how good team player are you, or how well you work with others. USCIS officials need to see the petitioner's influence and contribution to the field. As a rule of thumb, you can provide one (1) letter from your former adviser and one (1) from another person you directly worked with in academia or in business setting. Then, two (2) to five (5) letters from people that you "never" met but are familiar with your work and influence in the field. This include people you

got to know through conferences, the ones who cited your work, who invited you to give keynote speeches or serve on editorial boards, people you collaborated with but never had joint publications. Also, have people recommending you from a large geographical area, e.g. few letters from the U.S., one from Europe, one from Asia and one from Australia/Oceania. Such distribution of recommenders shows you are an international expert who influenced the field of your endeavor globally.

Letters of recommendation or actually letters of support from Government officials or Federal employees (Scientists/Researchers/Officials from the US EPA, NIH, NASA, ORISE and Federal laboratories) carry the most weight in the process. Who knows “national interest” better than the Government? Unfortunately, Government officials cannot write a formal letter of recommendation stating that they “highly recommend individual for NIW approval” because “Government” cannot tell “Government” what to do. However, letters of support clearly stating that “petitioner is an accomplished influential leader in the field” with hard evidence (e.g. “his/her methodology already impacted the “...” field in NASA”) would make NIW case exceptionally strong. Second best pool of recommenders are University professors that are leaders or experts in their fields. Unfortunately, Assistant Professors (e.g. tenure-track professionals) carry much less weight than tenured full-time Professors with large list of achievements indicating that they can verify accomplishments of the petitioner. In these letters, an opening paragraph providing qualifications and credentials of recommenders should be included. Furthermore, recommenders must not only be experts in the field but also must be able to specifically address the accomplishments and contributions of the petitioner to the field of endeavor.

If it is impossible to produce strong letters of recommendation indicating that recommenders cited your work, is to submit the manuscript to peer reviewed journal and obtain favorable responses from two (2) to three (3) independent reviewers. This would indicate that the petitioner is accomplished individual and his/her research is influential in the field of endeavor, which makes NIW case stronger.

What is I-140 form?

I-140 form is used for Immigrant Petition for Alien Workers and will occupy all of your thoughts and will be on your mind until it is approved. It consists of the form itself, cover letter (which is an actual petition) and evidence called Exhibits added as Appendices. Think of it as your “final exam” to receive a “green card”: mistake filling it and you failed. I-140 petition will be one and only thing that USCIS officials examine in order to

determine whether you can get NIW approved. Any inaccurate or missing information will lead to highly unwanted RFE (Request for Evidence) or even case denial.

Where to send EB-2 NIW I-140 Petition package?

Before sending the Petition package, always re-check the addresses. Below is the latest information (June, 2014) from USCIS website.

Filing Form I-140 by itself	USCIS Attn: I-140 P.O. Box 660128 Dallas, TX 75266	USCIS Attn: I-140 2501 S. State Highway 121 Business Suite 400 Lewisville, TX 75067
Also filing Form I-485, Application to Register Permanent Residence or Adjust Status	USCIS P.O. Box 660867 Dallas, TX 75266	USCIS Attn: AOS 2501 S. State Highway 121 Business Suite 400 Lewisville, TX 75067

<http://www.uscis.gov/i-907>_Request for Premium Processing to Upgrade a Pending I-140.

Petitioner will work in....	Mail USPS to:	USPS Express Mail/Courier:
Alaska, Arizona, California, Colorado, CNMI, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota,	Premium Processing USCIS Nebraska Service Center	Premium Processing USCIS Nebraska Service Center

Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, or Wyoming	P.O. Box 87103 Lincoln, NE 68501-7103	850 S. Street Lincoln, NE 68508
Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Oklahoma, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Tennessee, Texas, Vermont, Virginia, U.S. Virgin Islands, or West Virginia	Premium Processing USCIS Texas Service Center P.O. Box 279030 Dallas, TX 75227-9030	Premium Processing USCIS Texas Service Center 4141 North St. Augustine Road Dallas, TX 75227

Premium Processing: Filing I-907, Request for Premium Processing, to Upgrade a Pending I-140.

The Form I-140 is pending with...	Mail USPS to:	USPS Express Mail/Courier:
Nebraska Service Center (LIN) Email Address: NSC-Premium.140@dhs.gov	Premium Processing USCIS Nebraska Service Center P.O. Box 87103 Lincoln, NE 68501-7103	Premium Processing USCIS Nebraska Service Center 850 S. Street Lincoln, NE 68508
Texas Service Center (SRC) Email Address: TSC-Premium.140@dhs.gov	Premium Processing USCIS Texas Service Center P.O. Box	Premium Processing USCIS Texas Service Center 4141 North St. Augustine Road

	279030 Dallas, TX 75227-9030	Dallas, TX 75227
Vermont Service Center (EAC) Email Address: VSC-Premium.140@dhs.gov	Premium Processing USCIS Vermont Service Center 30 Houghton Street St. Albans, VT 05479-2399	Premium Processing USCIS Vermont Service Center 30 Houghton Street St. Albans, VT 05479-2399
California Service Center (WAC) Email Address: CSC-Premium.140@dhs.gov	Premium Processing USCIS California Service Center P.O. Box 10140 Laguna Niguel, CA 92607-0140	Premium Processing USCIS California Service Center 24000 Avila Road 2nd Floor, Room 2312 Laguna Niguel, CA 92677

How to organize I-140 Petition

Information is available at: <http://www.uscis.gov/forms/forms-and-fees/general-tips-assembling-applications-mailing>. Briefly,

1. Use a folder or a plastic sleeve and place:
 - A copy of your passport (all pages with stamps);
 - A copy of the approval notice of your current non-immigrant visa status (J-1, H1B, etc);
 - A copy of both sides of the most recent I-94 card. To retrieve your number go to: <https://i94.cbp.dhs.gov/I94/request.html>
2. On top of your Petition letter place:
 - Filled I-140 form and a receipt (or e-receipt if you filed online);
 - Foreign name and address page: if your native alphabet does not use Roman characters, include a page with name and foreign address in your native alphabet.
3. Do not use binder or folders that cannot be easily disassembled.
4. Never use staples; use fasteners or heavy clips instead.
5. Use tabs (put Exhibit number on the tab) to assist the USCIS officer in finding attachments and appendices. Place tabs on the bottom of the exhibit divider page.
6. Never submit originals unless specifically asked. Don't submit more than you have to. USCIS does not require original documents or "certified copies" anymore, photocopies are acceptable. If you submit original documents when not requested, they may remain with the file and may not be returned to you.
7. Submit certified translations (e.g. Apex translations, REV, etc) for all foreign language documents.
8. To separate each Exhibit, place a sheet of colored paper that includes the number and a short description (e.g. Exhibit 1: Personal information).
9. Highlight your name in media articles that talks about

your work.

10. Attachments/Appendices:

Recommendation letters:

a) Your recommenders' Resumes (or online biography with main credentials) should be included after the signed letter. This should not exceed 3-5 pages for each recommender.

A copy of your diplomas, accompanied by academic records/transcripts. If your degree is from foreign university, it should be accompanied by a letter from certified educational credential evaluator (e.g. ECE).

A copy of the first (1) page of your publications showing the journal title and logo, title of publication, authors and Abstract. Highlight your name in the author list. If you are not a sole author, provide a letter from the main or corresponding author stating your contribution to this particular work. If this is impossible, provide a short explanation why you are not a contributing author. Also provide short information about the journals where your work has been published (e.g. Journal X is a top 5 journal in the field of medical engineering with impact factor of XX and provide excerpt from SCOPUS to back this claim up).

Copies of your keynote speeches or conference presentations with your name highlighted (program page with your name, title of presentation and the presentation time is sufficient).

Official citation records, which can be printed from SCOPUS or Google Scholar. Highlight your name and total number of citations.

Peer review evidence from relevant journals. This can also be printed from the journal's website.

Copies of doctoral or master theses (first page is usually sufficient) or other relevant documents where you served as adviser or co-adviser. Highlight your name.

Copies of successful grant applications. Highlight your name.

Copies of any "thank you" letters indicating your influence and contribution (e.g. "thank you for serving on scientific committee of Conference X...")

Copies of evidence that you served on editorial boards. Highlight your name.

11. Relevant websites:

1.

I-94 form: <https://i94.cbp.dhs.gov/I94/request.html>

2.

I-140 form: <http://www.uscis.gov/sites/default/files/files/form/i-140.pdf>

3.

SOC classification: <http://www.bls.gov/soc/classification.htm>

4.

NAICS classification: <https://www.census.gov/eos/www/naics/>

5.

E-Notification of application / Petition acceptance:
<http://www.uscis.gov/sites/default/files/files/form/g-1145.pdf>

12. Sign the I-140 form in black ink!

Always present evidence as it is not sufficient to simply list the achievements. Petition should prove that foreign national is qualified for a National Interest Waiver.

How to file I-485: adjustment of status?

I-140 can be filed alone or simultaneously with I-485. It is difficult to advise whether to file separately or simultaneously, however there are some things to consider:

1. How confident are you that your I-140 will not be rejected? If I-140 is rejected, I-485 is automatically rejected and you lose the money you paid for both forms. However, if you have everything what USCIS need for NIW to be approved, file simultaneously to save time. If you have time and don't want to risk almost a thousand dollars, file I-140, wait for it to be approved and then file for adjustment of the status.
2. Simultaneous filling of I-140 and I-485 allows you to file Employment Authorization and Advance Parole (travel documents) forms without waiting for I-140 to be approved. Employment Authorization is beneficial for spouses who could not otherwise work legally. Advance Parole is beneficial for those who could not otherwise travel (e.g. out of status applicants) or who do not want to apply for new relevant visas to come back to the U.S. after visiting their families or participating in conferences.

What documents are required for I-485?

To check “My Case Status”: <https://egov.uscis.gov/cris/Dashboard.do>

Processing times: <https://egov.uscis.gov/cris/processTimesDisplay.do>

Visa Bulletins: <http://travel.state.gov/content/visas/english/law-and-policy/bulletin.html>

Detailed information is provided on official USCIS website: <http://www.uscis.gov/i-485>, briefly:

- . Fill I-485 form <http://www.uscis.gov/sites/default/files/files/form/i-485.pdf>
- . Two photographs of the adjustment applicant
- . Birth certificate (copy in original language and a certified translation)
- . Fourteen years or older must include biographical information form G-325A: <http://www.uscis.gov/sites/default/files/files/form/g-325a.pdf>
- . For exchange visitors: J-1 waiver or Advisory Opinion: <http://travel.state.gov/content/visas/english/study-exchange/student/residency-waiver.html>
- . Evidence that the petitioner will not become a public charge and will have sufficient means of support. Thus, letter from current employer stating that petitioner is still employed or a job offer still stands should accompany the form. Other evidence such as W-2 tax returns, support from family members (I-134 <http://www.uscis.gov/sites/default/files/files/form/i-134.pdf>) can also be submitted.
- . Medical examination form I-693: <http://www.uscis.gov/sites/default/files/files/form/i-693.pdf> . The exam must be administered by USCIS approved “civil surgeon” (<http://www.uscis.gov/tools/designated-civil-surgeons/designated-civil-surgeons> and

[doctor](#)). Examination consist of basic medical exam (height, weight, blood pressure, etc), TB testing, a serology test and a review of vaccination records (<http://www.uscis.gov/news/questions-and-answers/vaccination-requirements>). After the medical exam, doctor will place the results into the sealed envelope and give it to the petitioner. The envelope must remain sealed in order for the results be accepted by USCIS. If no vaccination card is available, vaccination should be performed at local CDC-certified service centers, such as Walgreens Immunization Services center (**check Walgreens website for more information**). Proof of vaccination against the following diseases include mumps, measles, rubella, polio, tetanus and diphtheria toxoids, pertussis, influenza type B, hepatitis A, hepatitis B, varicella (chickenpox), hemophilic influenza type B, rotavirus, meningococcal, and pneumococcal vaccines.

- . Employment Authorization Document (EAD, I-765) <http://www.uscis.gov/sites/default/files/files/form/i-765.pdf> or Advance Parole (AP, I-131) <http://www.uscis.gov/sites/default/files/files/form/i-131.pdf> can be filed simultaneously as a part of the adjustment of status for free. Also, submit I-797C, Notice of Action, which serves as evidence of the filing of I-485.
- . Fingerprints notice: the petitioner will be scheduled for fingerprinting at a local application support center (ASC), which is usually in Federal Building in the majority of bigger cities. The fingerprints will be submitted to the FBI for checks through law enforcement databases.

What are USCIS checks during I-485 application?

- . Petition is checked against USCIS fraudulent petition index.
- . Background (names, addresses, past immigration problems) checks are conducted against a multi-agency databases.
- . Concurrently filed petitions are checked against consistency of information.
- . Authenticity of supporting documents against DOS descriptions.

Interview can be waived for I-485 adjustment of status.

What if the interview is required?

In some cases, formal interview is necessary after all the petitions are filed and fingerprinting is done. In this case, petitioner will receive a notice in the mail for interview appointment. This document will provide time and place of an interview and will ask petitioner to bring following documents:

- . If medical examination form I-693 was not filed, bring that form in the sealed envelope;
- . Passport;
- . Form I-94;
- . All original documents;
- . Recent letter from the employer stating the salary and short description of the job;
- . All the documents pertaining to the petition;
- . The appointment notice.

EB-2 NIW for physicians

If you are a physician, EB-2 is divided into two categories: Exceptional ability (no job offer required) and 5 year work commitment in underserved area.

1.

No job offer required: the same as EB-2 NIW with all the required evidence to prove that approved petition would substantially benefit the country in the field of medicine.

2.

Five (5) year commitment in underserved area: this is for the physicians who accepted positions to practice medicine in underserved areas or for a facility operation by the Veterans Administration. Requirements include full time practice for five (5) years; work should be in a primary care (general practitioner, pediatrician, obstetrician/gynecologist, psychiatrist) or as specialist physician; must serve in Health Professional Shortage Area, Mental Health Professional Area, a Medically Underserved Area, Veterans Affairs facility or in Physician Scarcity Area; must obtain attestation from a federal agency or a state department of health.

Don't claim that you will make the United States a better place. Don't over generalize.

EB-2 NIW for entrepreneurs

The petitioner must show the following:

- . Entrepreneur must seek employment in an area that has substantial intrinsic merit;
- . Entrepreneur must demonstrate that his/her endeavor will be national in scope (e.g. spin offs from his/her company will create companies nationally and will have a positive national impact on economy).
- . Entrepreneurs must demonstrate that their company will create jobs and enhance the welfare of the U.S.

What to do if you received Request for Evidence (RFE)?

RFE does not necessarily mean your case will be denied. Do not panic, USCIS simply needs more information in order to make a decision. Return RFE with corrected information, more documents and more evidence before the deadline provided by USCIS. Failure to respond will definitely result in denial of your case. If you change the address while waiting for approval, inform USCIS. If you extensively travel, make arrangements for your mail to be forwarded to your new address or ask friends or relatives to check your mailbox regularly – if USCIS has issued RFE, you don't want to miss it. Remember, there is only one (1) chance to respond to an RFE:

- . You can submit all the requested documents and evidence as requested,
- . You can partially respond to the RFE by providing some of the requested evidence, which will likely result in denial of your case and
- . You can withdraw your application.

Some of the RFE can be a simple request for missing passport copy or a birth certificate, some can be more complex like provide a J-1 waiver or similar.

To send RFE:

- . Make a copy of the RFE notice (because original must be sent to USCIS along with the requested documents) for your files.
- . Write a cover letter that list the contents of your submission. E.g. Exhibit 1: Copy of a birth certificate in original language. Exhibit 2: J-1 waiver. Also, make copies of all the information you will send to USCIS for your records. Send the RFE via priority mail with delivery confirmation so that you have proof that you met the deadline for submission.

USCIS require you to submit all the evidence at once and not in separate mailings.

What is Notice of Intent to Deny (NOID)?

This request is much more negative than RFE, thus should be treated with extreme urgency. It means that you provided enough initial information but it is not enough to be considered for approval. Therefore, either seek immediate help from experienced immigration lawyer or provide much more convincing evidence of your eligibility.

PART II: Write a convincing I-140 petition: tips, examples and suggestions

CERTIFIED / ATTESTED PHOTOCOPIES

Date

Dear Immigration Officer:

Copies of documents submitted are exact photocopies of unaltered original documents, and I understand that it may be required to submit original documents to an immigration at a later date.

Sincerely,

Dr. XXX

[Address]

NOTARIZED COPIES

State of _____

County of _____

On this ____ day of _____, 20____, I certify that the preceding or attached document is a true, exact, complete, and unaltered photocopy made by me from the original document [add description of the document], presented to me [name] and that, to the best of my knowledge, the photocopied document is neither a public record nor a publicly recorded document, certified copies of which are available from an official source other than a notary public.

(Signature of Notary Public)

[SEAL]

(Printed Name of Notary Public)

State of _____

County of _____

I, [Notary's name], a notary public, do certify that on this ____ day of _____, 20____, I carefully compared the attached copy of [name of the document] with the original. It is a complete and true copy of the original document.

(Signature of Notary Public)

[SEAL]

(Printed Name of Notary Public)

COVER LETTER

[TO]

<http://www.uscis.gov/i-485-addresses>

<http://www.uscis.gov/i-140-addresses>

[FROM]

Your address

[Date]

RE: EB-2 Petition for Lawful Permanent Residency with request for a National Interest Waiver

Petitioner/Beneficiary: Dr. XXX

Classification Sought: 203(b) 2

Type of Petition: I-140

Dear Immigration Officer,

I am filing this petition and respectfully request for national interest waiver on behalf of myself pursuant to Section 203(b) of the Immigration and Nationality Act which provides that "The Attorney General may, when he deems it to be in the national interest, waive the requirement of subparagraph (A) that an alien's services in the sciences, arts, professions, or business be sought by an employer in the United States." 8 C.F.R. § 204.5(k) (4)(ii) further provides that "The director may exempt the requirement of a job offer, and thus of a labor certification, for aliens of exceptional ability in the sciences, arts, or business if exemption would be in the national interest". The Miscellaneous and Technical Immigration and Naturalization Amendments of 1991 added advanced degree professionals to the list of aliens who are eligible to request a national interest waiver of the labor certification. Under these provisions, either the employer or the beneficiary may file the immigrant visa petition. I believe that the enclosed documents

establish that I meet the requirements and qualify for national interest waiver as follows:

I. I am a recognized expert in the field of [add here e.g. biomedical engineering, chemistry, environmental nanotechnology, ...] with more than [number of years > 10] years of experience in the exact area of proposed employment and holder of advanced degree as well as national and international awards. The proposed benefit of my current work is national in scope. (Please refer to sections 1-2 and 3)

II. I seek employment in the area of [your area], an area of substantial intrinsic merit and national interest (Please refer to Sections 2 and 3)

III. My work will impact the field [add the name of the field] to substantially greater degree than U.S. citizen having the same minimum qualifications and experiences. National interest would be adversely affected if a labor certification was required. (Please refer to Section 4)

I have exceptional abilities which are in favor of national interest that justify my waiver. In connection with this petition, enclosed herewith the following documents for your Review:

- . Form I-140
 - Filled I-140 form
 - Form I-140 filing fee
- .. Lawful documents of petitioner for I-140:
 - Copies of passports
 - Current visa
 - I-94
 - All IAP-66 forms
 - J1 waiver approved notice or Advisory Opinion
 - H1B approval notices
 - Social security card
 - Copies of birth certificates in original language and certified translation
 - No criminal conviction certificates

Marriage certificate

6. Petitioner's background and current information
7. Abstract of petitioner's PhD thesis (MSc thesis)
8. Petitioner's Resume
9. Certified copies of petitioner's M.D./PhD degree and the degree equivalent evaluation performed by the certified agency
10. Copies of employment offer letters with annual salary
11. Paychecks of last two months and W-2 tax return forms
12. Statement of Beneficiary on Work Plans in the United States
13. Letters of Recommendation with Resumes
14. Documentation of petitioner's credentials and awards:

Certificates for patent or documents for pending patent.

Evidence as an Independent Principle Investigator.

Evidence of major prizes or awards in the academic or business field.

Evidence of petitioner's participation, either individually or on a panel as a judge of the work of others in the same or an allied academic field.

Published material in professional publications written by others about petitioner's work in the academic field.

Conference, seminars, professional meeting invitations.

Conference presentations or invited lectures.

Journal article reprint requests from peers in academic field.

Documentation of petitioner's memberships in associations in the academic field.

Evidence of petitioner's authorship in peer reviewed international journals and magazines (including impact factors and citation reports).

Evidence of petitioner's authorship of books or book chapters in the academic field.

Additional evidence to strengthen the case (please add anything you know will improve your chances to get approved, e.g. Technical Expert in European Union FP7 project evaluations; Guest Editor in the journal; Invited speaker or lecturer as part of Erasmus Faculty exchange program)

Sincerely,

Dr. XXX

PETITION

Section 1 Dr. XXX holds advanced degree with exceptional qualifications.

[A] Advanced degrees from world-class institutions.

BSc in [title] with specialization in [title, e.g. environmental technology, biochemistry,...] from [your university]. MSc in [title] with specialization in [title] from [your university]. Ph.D in [title] from [your university]. (Exhibit 1, Resume). His/Her Ph.D and MSc were from the most prestigious and internationally recognized Universities in the world in the area of [title]. (Exhibit XXX, 2014 QS Ranking of World Universities and highlight your universities: <http://www.topuniversities.com/university-rankings>)

"She/he was selected as the top graduate student applicant for the highly esteemed [name of the fellowship, program, grant] fellowship to pursue part of his/her MSc/PhD studies in [name of the university and the department]. In [name of the university or a country or a company] she/he was working on [name of the project, area, some details on the project]." (Exhibit XXX, letter from Recommender #8)

"Dr. XXX obtained his/her BSc from [name of university], MSc from [name of university] and later joined [name of university] for Ph.D in [title of the program], University renowned in [name of the program, e.g. environmental health, biomedical engineering, something to show that this particular University provides advanced degree that is known in the world] graduate programs". (Exhibit XXX, letter from Recommender #7)

[B] Dr. XXX qualifications are exceptional as compared to other peers in the field.

"To summarize, Dr. XXX has made valuable contributions to a challenging field of [title of the field, like biomedical engineering, environmental technology, materials science] using a novel approach/method [add more details of your novel work or provide some specific details that make you stand out]. With his/her unique capabilities and track record, I anticipate that she will continue to make important novel contributions to the field of [name of the field] ". (Exhibit XXX, letter from Recommender #8)

"Thus, without a doubt Dr. XXX has already greatly contributed to the field

of [name of the field] identifying [materials, methods, approaches,...] and developing [protocols, tools, programs]. Dr. XXX research background exceeds in its level of complexity that of her peers. Thus, his/her unique expertise in [name of the field or combination of the fields, e.g. environmental chemistry, biochemistry and materials sciences] already proved to be a winning combination which, I am certain, will continue to make a global impact on the overall [title of the field, e.g. biomedical engineering, environmental sciences, ...]". (Exhibit XXX, letter from Recommender #5)

"Dr. XXX is extremely proficient in [name of the field], has mastered the art of [name of the field or area, e.g. materials characterization using advanced analytic techniques, as well as computerized data acquisition and computational chemistry methods, and his/her analytic and numerical skills are exceptional]. These skills are truly indispensable, and combined with his/her intellect and talent, I expect her/him to become one of the best researchers in [name of the field, e.g. biomedical engineering,...]". (Exhibit XXX, letter from Recommender #9)

"Dr. XXX is exceptionally proficient in [name of the field], which combines [add a description of unique combinations like design of reactors and physicochemical methods, etc], possesses scientific intuition to design novel [add what methods, approaches and techniques] and his/her [e.g. analytic and computer modeling skills] are truly outstanding. As he/she never stopped learning new things and gain new experiences, I am sure that these and future skills will make him/her one of the most respected [name of the field] scientist in the world". (Exhibit XXX, letter from Recommender #7)

"In summary, Dr. XXX abilities are unique to his/her combined knowledge in [list the names of the relevant fields]. I find that he/she is exceptional in [list details, e.g. applied mathematics and quantum chemistry calculations], and this, with his/her expertise in [add the name of the field], directly fits to National Priorities. Due to this unique combination, he/she is best suited for employment in leading institutions or companies where his/her talents will have a maximum impact". (Exhibit XXX, letter from Recommender #10)

"His/Her experience and knowledge of [name of the field and their combination] in particular is very unique and irreplaceable to the overall

success of the research in the field". (Exhibit XXX, letter from Recommender #1)

Section 2 Dr. XXX is a well-known expert in the field of [add the name of the field] with more than [number of years] years of research experience

I started my research career in [name of the field] as an MSc student in [year, e.g. 1990]. Later, I obtained Masters and Ph.D. working on [details of your MSc and PhD project] in [year, e.g. 2002]. Following my Ph.D., I was selected as a Postdoctoral Research Fellow/Postdoctoral Associate at [name of the university or institute] financed/funded by [name of the funding agency]. Include the short description as Exhibit XXX about the funding agency, include the selection criteria for the funding, add that it is extremely difficult to get the funding and less than 10% of applicants get the funding, etc], where I was granted my own research group and applied knowledge of [add the description of your project]. Please note that while I was in charge of [name a group, tell in charge of 1 MSc and 1 PhD student, in charge of a junior scientific staff, etc], I was the independent Principal Investigator of numerous research projects, which demonstrated that my abilities had substantially exceeded those of other members in my field of research [add Exhibit XXX to back this claim up by excerpts from funding agencies. If there are no such information available, you can 1) either leave this without evidence or 2) especially if you were co-Investigator, ask the PI to write a short letter stating that your participation in the project was vital and without your participation, most likely the project would not have been successful]. To serve as the Independent Principal Investigator also demonstrated the recognition of my outstanding research work and my indispensable role in the projects and provided strong evidence of my expertise and technical skill in extremely specialized research. Later in [year], I was awarded with a [docentship, professorship, lectureship, principal scientific officer – something above the postdoctoral associate,] and then moved to the U.S. to [name of the agency, e.g. US EPA, NASA, NIH, University, Federal laboratory, etc] as a recipient of [here if you have an award, e.g. Research Associateship Award (NRC), ORISE or something similar, there is more than likely that your petition will be approved. If you moved to University as Research Professor, Scholar, Postdoctoral Associate, you will have to be very convincing that this program or university is

prestigious and they don't usually accept average scientists, etc So, by providing subsequent evidence, you will have to emphasize your National Interest and that your accomplishments are well above your peers (citations, funding, editorial boards, reviews, invitations, serving on technical and scientific committees, etc] to develop [some details of your research or area of expertise]. In [year], I was employed by [add the title of the company, if you left University and started to work on H1B or add some details past your F-1 or J-1 visa, if applicable], where continue working on [continuing working in the same field makes the petition very strong], particularly the development of approaches and techniques to [add description here] (Exhibit XXX, Resume)

"After finishing his/her Ph.D. in [year], he/she joined School of [name] at [university] as a Visiting Scientist [it significantly strengthens the petition if you worked as a visiting scientist in several countries, if not, add the different department or a company], where I worked as a Professor in [title, name of the field]...I assigned Dr. XXX in charge of a project to develop [add description here emphasizing the significance, e.g. to develop a method to degrade contaminants in situ, to diagnose, to analyse, etc and add that it is an extremely challenging area or a field, where only the best can contribute or where the efforts from talented scientists are particularly essential]....She/he developed a completely novel method utilizing his/her extensive knowledge in [titles, e.g. engineering, electrochemistry, biomedicine, biochemistry] that can be effectively applied in situ [add more details here]. Based on this success, we therefore continue applying his/her method to [add information where and how your findings are used, as this is a crucial part to convince USCIS that you are the best in the field (if other research groups continue using your findings and discoveries, you must be great), that you are globally known leader and scientist (you published with several research groups in several countries, plus they are using your discoveries! Ask your referee to include such a paragraph into the letter of recommendation, as this is one of the most important sentences in your petition – "we continue using his/her discoveries!"]". (Exhibit XXX, letter from Recommender #7)

"...he/she works on the development of [area of your work, description of a project, 1-2 sentences are enough].....Dr. XXX already developed several

[methods, approaches, techniques, and give a short descriptions where these techniques can be and are used, e.g. cancer research, characterization of nanomaterials, soil remediation...].he/she developed [e.g. an accurate novel approach using scanning electron microscopy to evaluate the damage of coating on the nanomaterials that are used in consumer products]. Due to his/her significant findings, we currently collaborate with [name of University and the professor's name. List several collaborators all over the world to show that your research and discoveries are not limited to a narrow geographic area, thus it would be extremely beneficial for the US to have such a prominent scientist working here] applying Dr. XXX [methods, approaches, techniques. I cannot over-emphasize the importance of these particular sentences in letters of recommendation! Ask your referees to use as many of "we continue applying these methods....these findings already highly impacted research programs at University X ...]...". (Exhibit XXX, letter from Recommender #10)

"During his/her Ph.D. studies, Dr. XXX worked with me on the development of [add the field and the short description of the project]. Moreover, she/he used advanced analytic techniques [add here any novel or advanced technique or equipment that you know and extensively used that shows that you are much better than your peers in the field with similar years of experience.] to evaluate [add description of where this was used, if relevant]. She/he also built up a great reputation as a good collaborator as well as adviser to under-graduate and other graduate students. He/she collaborated and gained the respect of [add the name of the group or industrial company] at [University name or a company] led by [Professor, Manager, etc followed by the name], renowned group in the world in the field of [add the field]. His/Her ability to work well with others made him/her a very likeable member of not only his/her immediate scientific circle, but also the wider faculty in the School [some people argue that it is not necessary to add these paragraphs to the letters that you can work well with others as this has nothing to do with National Interest, however based on extensive research, it is advised to add at least one paragraph in one of the reference letters emphasizing your personal traits. On the other hand, without a doubt, include couple of sentences that "collaborated and gained respect of the other group as prominent scientist, etc" – this is another very

important aspect of successful petition showing that you are respected and well above the average peers in your field of endeavor who has respect of international renowned group. Please remember that “renowned” does not mean group from “Harvard, Stanford or Oxford”. It could be any group from reputable university who publish good quality research in high impact factor journals]". (Exhibit XXX, letter from Recommender #8)

".....Dr. XXX has worked on the development of [add the short description or an extended title of your research]. I have applied several findings of Dr. XXX in my own research [this is absolutely vital piece of information to add to your petition. Ask, beg if you have to, your referees to include one sentence like this into their letter. Again, if your research, discoveries, methods, are already used by a large number of people internationally, and they can be used to improve economy, health, environment of the U.S. (and most of them can, otherwise you would not be filing this petition in the first place), your petition becomes incredibly strong. Remember, this sentence should come from “independent reviewer”, which means the one who did not work with you and did not publish with you. For instance, “independent” would be a person you met at the conference, shared knowledge but never published together. Or, you started to talk in science groups online and visited each other several times. “Dependent” reviewer is the one who worked with you on a daily basis (colleague, former colleague, postdoc from another group under the same department), your adviser or supervisor, your manager, co-author of books and journal articles]". (Exhibit XXX, letter from Recommender #2)

"Dr. XXX joined [name of University of a company] in [year] as a leading expert in developing [add the field of expertise, should be the same as before showing that you continue working in the same field where you gained the “world fame”] and [field, e.g. biomedical] scientist with long years of international experience in numerous countries and leading world-level institutions. He/she earned a reputation and respect through high level publications and research proposals as a great collaborator providing novel solutions and out of the box thinking to solve various [description of problems you helped to solve, e.g. cancer, environmental pollution] problems on a large scale". (Exhibit XXX, letter from Recommender #9)

[A] Dr. XXX research continues previous efforts and is in line with the work plan.

My employment is in the area of [add the title, which is in the scope of National Interest, should be consistently the same throughout the petition, do not jump through fields, e.g. biomedical engineer but then became environmental scientist and then toxicologist. Be consistent, however, if you changed fields, make sure that they are related by methods, approaches or otherwise USCIS may not understand what is an actual area of research and how this is directly related to National Interest]. I have worked in this area for over [number] years. I am currently involved in various projects that make use of [add the names] skills. The list of current projects comprises of [add titles and 1 sentence descriptions of these projects] 1), 2) ... (Exhibit XXX, Resume). I am also involved in developing of research proposals on the [add titles of these areas and proposals] with [add titles (professor) and names with University names of your current collaborators, ideally you will get some references from them]. My research is exactly in accord with the proposed employment.

"Dr. XXX has and continues to collaborate with me on several strategic proposals of international acclaim [this is another important sentence showing that you are an expert and if these important proposals are a matter of National Interest, U.S. cannot find a better professional to continue the work in the relevant area]. We are currently preparing a proposal to [add the name of the program if relevant] on the use of [add a short description of the proposal, clearly showing that this is in the scope of National Interest and you are vital part of this project]. We are excited to collaborate with Dr. XXX based on earlier very successful efforts and his/her direct experience with [add the description of earlier experience, which can be synthesis, analytical methods, diagnostics,...]...In my personal opinion, Dr. XXX certainly ranks among the top 1% of the young researchers working in the area of [add the name of the field or area. Importantly, if someone says "in my opinion", nobody can object, thus ask your referees to add this or similar sentence to strengthen your case] in the world". (Exhibit XXX, letter from Recommender #7)

"I would like to point out that he/she made significant contributions in the

field of [add the field], especially in [add the short description. It does not matter if some of the information in the letters will be the same, it shows consistency]. He/she has consistent record of scientific achievements that are useful to [add the title or a name of the field, like biomedicine, environmental engineering,...] and has prominence in overall [name of the wider, more general field like engineering or medicine]..."(Exhibit XXX, letter from Recommender #2)

"Dr. XXX was assigned to be in charge of the project with an aim to [add a short description]. Without a doubt her background in [name of the field or area] sciences and instrumentation was a great fit to scientific activities performed in our group". (Exhibit XXX, letter from Recommender #8)

[B] Dr. XXX has in-depth knowledge of the area of [name of the area] and is recognized as a top expert in this field

"Because of his/her excellent reputation as a researcher in the area of [add the name of the field or area, like environmental technology, organic chemistry, biochemistry, physics,...] and [instrumentation (advanced analytic techniques)], which is supplemented by his/her experience in [add additional area, like toxicology, computational chemistry,...], Dr. XXX was offered a position of [add the title of Postdoctoral Associate, Engineer, Manager, etc] with [University or Company's name]...In my opinion, Dr. XXX certainly is among the top 1% of the young researchers working in the area of [add the name of the area or a field] in the world [yet again, when this is repeated by two recommenders, one dependent and one independent, makes a case very strong]". (Exhibit XXX, letter from Recommender #9)

"I am familiar with Dr. XXX strong research accomplishments and with his/her position as someone at the top of her profession [this should come from independent recommender]". (Exhibit XXX, letter from Recommender #2)

"I am very well aware about his/her research capabilities and accomplishments. She/he has now moved to [name of another University or a Company] and became a prominent scientist in the critical field of [add the field that shows National Interest, the one that you are trying to make a case in]....Dr. XXX was a fantastic and extraordinary graduate student who

contributed important results to the fields of [name of the field] through his/her publications in high level peer-reviewed and high impact factor journals and conference presentations". (Exhibit XXX, letter from Recommender #8)

"Due to the past and present scientific accomplishments, I am closely following Dr. XXX scientific career and am familiar as well as utilize many of his/her novel findings and discoveries in [name of the field] in my own research area..."[this should also come from independent recommender, making the case even stronger. It shows that people follow your work, cite it and then use it in their own research]. (Exhibit XXX, letter from Recommender #6)

[C] Dr. XXX knowledge and contribution to this field are invaluable to this research field. His/Her work has already impacted this area and holds many future promises.

"I would like to draw your attention to the fact that he/she has made significant contributions in the field of [name of the field], especially in the development of [add a more detailed sentence on the area or a field]. She/he has a consistent record of scientific achievement that is useful to [name of the field], having already impacted science programs especially regarding [give some details on the impacted areas. This is another important sentence emphasizing your contribution to the field] at [name of University or a Company]". (Exhibit XXX, letter from Recommender #7)

"...Dr. XXX wrote a significant portion of this proposal. We decided to collaborate with Dr. XXX because of his/her direct experience with [add the title and a short description of the project/proposal]. Her/his experience and knowledge of [name of the field] is very unique and irreplaceable to the success of this and I am sure many of the future projects [this should also come from independent recommender, showing that people are asking to collaborate with you as you serve as an expert in the field]". (Exhibit XXX, letter from Recommender #1)

"Due to importance of Dr. XXX novel findings and discoveries, she/he is currently collaborating with [add names and titles along with names of Universities or Companies] to study the effects of [add the short

description]. [add names of professors or managers] groups have recently performed experiments using Dr. XXX [names or methods or approaches]". (Exhibit XXX, letter from Recommender #8)

"Based on the personal communication and extensive list of publications and conference presentations, evidently that Dr. XXX was truly exceptional graduate student and postdoctoral associate who contributed important results to the field of [add the field here]. Her/his previous and present research position at [name of University, Federal laboratory, Company] has enabled him/her to continue making these critical contributions to [name of the field or area], and he/she clearly merits your recognition as someone of extraordinary abilities, whose past and present work has been ground breaking and whose future potential is even higher" [this could come from independent recommender or a Federal employee. As Federal employees cannot formally recommend you for petition approval, they can only show support and judge your potential. Avoid using "recommend" in letters with Federal employees as they are not allowed to sign any recommendation letters to USCIS]. (Exhibit XXX, letter from Recommender #10)

"Apart from being an expert in [add the name of the field], XXX became an expert in [add a new field here] in a very short time, which has been of immense value in moving forward various projects of considerable importance to [name of University, Federal laboratory or Company] and the nation [this shows National Interest!]" (Exhibit XXX, letter from Recommender #9)

[D] Dr. XXX has widely published in this field and has been invited to present at numerous national and international conferences.

I have published [number of books or edited book series, add a publisher], where I served as the main Editor. Also, I have published [add a number of book chapters, indicate that they are "peer reviewed"!] as a first author and [number of book chapters] as a second author. Moreover, I have submitted [number] more first authored publications for peer review. I have published, or research is currently accepted for publication, [number] peer reviewed journal articles as a first author and [number] as a co-author. It is generally accepted that the last author is the head of the project or a scientific advisor who significantly contributes towards the successful acceptance of research

for publication. [Include a letter from the first or corresponding author stating that yes, despite I was a first or corresponding author, XXX contribution to this research was essential, etc. You have to avoid RFE at any cost, so you have to back every statement up with hard evidence]. I have also co-authored [number] conference publications and have participated in important research proposals. Also, I have taken active part in research review reports for [add the name, European Commission, National Research Council, American Chemical Society, ...]. (Exhibit XXX, EU, ACS or any invitation from societies, agencies to review, assess, check, improve, discuss). According to the Journal Citation Report published by the Philadelphia-based Institute for Scientific Information, one of the journals that I have published my findings, [e.g. Environmental Science and Technology], ranks #1 among the top 200 most-cited scientific journals in environmental science the world and also ranks #1 among the top 200 most-productive and influential environmental journals in the world [describe your journals in a similar manner here]. Citation index of my overall publication score is [number], which means that "at least [number] publications were cited more than [number] times". The citation report carries over [number] citations in Journal Citation Report published by the Philadelphia-based Institute for Scientific Information of my work. These citations show that many independent researchers have relied on my research work. Please note that papers submitted to these top-rated scientific journals are subject to very rigorous review and only those papers that have significant impacts in the field are accepted for publication. These publications in top-rated peer-reviewed journals stand as evidence of my considerable achievements in the field and that my achievements have substantially exceeded those of other researchers in the field. (Exhibit XXX, Citation report from SCOPUS or Google Scholar or similar evidence)

"Based on the personal communication and extensive list of publications and conference presentations, evidently that Dr. XXX was truly exceptional graduate student and postdoctoral researcher who contributed important results to the field of [name of the field].... She/he continues to do a great job publishing her/his outstanding research findings in high impact factor international peer reviewed journals"[it is the same paragraph as before but should be included here as it makes a case stronger]. (Exhibit XXX, letter

from Recommender #10)

"Due to her/his outstanding publication record and important findings in the field of [name of the field], I have invited her to serve as a Guest Editor for the special issue of [add the name of this special issue if applicable] in [name of the journal], top international peer-reviewed journal published by [name of the publisher, e.g. Elsevier] (Impact factor [number])". (Exhibit XXX, letter from Recommender #7)

"XXX experimentally and theoretically verified the [add details of this discovery or findings]. Her/his results have recently been published in top environmental [add a field, e.g. biomedical, nanoscience, engineering,...] journals and [add a name of the company or Federal laboratory if applicable] has expressed interest in patenting Dr. XXX novel [add the name of patentable material]". (Exhibit XXX, letter from Recommender #9)

"[add another description of influential publication] can be readily applied for [add fields] and national security applications as well...Dr. XXX has co-authored several journal publications ([add titles of the journals with volume and page numbers] on this work. His/her former PhD student and a current collaborator [add the name and the title] has performed additional experiments verifying additional inventions and novel observations that has a potential to greatly affect the entire [add the name of the field]". (Exhibit XXX, letter from Recommender #7)

"We share similar scientific and technical interests and I am closely following the scientific career, achievements and publication track of Dr. XXX since [year]. Due to his/her important findings in the field of [add the name of the field], I have cited his/her work numerous times in my own publications" [this is absolutely crucial part of letters of recommendation as it directly evidence your status and importance of the research. This letter should come from independent recommender]. (Exhibit XXX, letter from Recommender #2)

"Even after Dr. XXX got his/her Ph.D. degree, we continue sharing scientific and technical interests and maintain active collaboration, therefore I am co-authoring scientific publications with him/her". (Exhibit XXX, letter from Recommender #8)

"Dr. XXX is certainly an accomplished member in the field, holding a research position at [add the name of the agency or University] and having authored many critical academic papers [add titles of the journals, year, volume and page numbers] in the field that I have cited in my own research" [this is also from independent recommender evidencing the importance of your research through citations of your work]. (Exhibit XXX, letter from Recommender #4)

[E] Dr. XXX has made original inventions in [name of the field] with an immediate application outside the laboratory settings.

"She/he invented [short 1 sentence description and the use/application of the invention, discovery or just a very good work that you can call invention] Also, she/he demonstrated the beneficial use of [add the short description here] She/he also invented a protocol, analyzed in details using diligent analytic techniques and numerical modeling, and evaluated the effectiveness of [add the description here]". (Exhibit XXX, letter from Recommender #9)

"...[list some of the discoveries or innovations, e.g. reactor design, configuration, visible light activated material, easy to use method to evaluate the surface of materials,...] were original innovations by Dr. XXX". (Exhibit XXX, letter from Recommender #7)

"...[add short description here] that are relevant to [field relevant to National Interest] were originally invented by Dr. XXX and will be applied at our research group for numerous applications" [another independent letter of recommendation from a person that not only cited your work but will use your findings and discoveries in their own research]. (Exhibit XXX, letter from Recommender #3)

"This certain [description of innovation or development] was innovatively developed by Dr. XXX and its applicability extended far beyond its original application, e.g. [the name of original application or area]". (Exhibit XXX, letter from Recommender #2)

"Within this relatively short span of time, she/he invented [name of development or invention, also could be method or approach]. These findings are envisioned to have important industrial applications to [short

[description of application field or an area] and are expected to or already benefited both the scientific community and general public". (Exhibit XXX, letter from Recommender #8)

"The [name of a method, approach or a product] developed by Dr. XXX are capable of [describe the use or application]. In addition to above mentioned applications, we also plan to use these methods for our scientific investigations regarding the use of [add products or materials, methods or approaches here. This also comes from independent recommender providing a very strong case of applicability of this research or expertise]". (Exhibit XXX, letter from Recommender #6)

"Previous to XXX working on the project dealing with [add a short description], we hadn't made a great deal of progress. However, since the time XXX joined the effort, we progressed quickly and effectively. Within several months, XXX became an expert in [name of the area] area and she/he literally invented a new approach to [describe the approach]. Also, Dr. XXX has joined the effort to develop a new system to tackle [add the description]. She/he already invented a [name of invention, system or approach].....and [name of the agency, University or a Company] has expressed interest in patenting XXX novel technique". (Exhibit XXX, letter from Recommender #10)

[F] Dr. XXX has received numerous honors and awards

In [year, latest], due to my past scientific accomplishments and research merits as well as future potential, I was hired by [name of University, Company or Agency] to develop [describe the area or a project] and develop innovative approaches to tackle [name, e.g. environmental contamination, spread of infectious diseases, ...] at large.

In [year, earlier], I was awarded with prestigious [add the name, e.g. National Research Council Award, ORISE] to pursue scientific endeavors as a Resident Scientist (Sr. Research Associate) at [name of the agency, university or Federal laboratory]. I was working on the [describe the project or an area] (Exhibit XXX. Awards: Research Associateship Program from National Research Council: http://sites.nationalacademies.org/PGA/RAP/PGA_047690).

In [year, earlier], because of my independent scientific merits on national and international scene, [name if University], after a meticulous evaluation by two independent world class professors of my credentials, experience and achievements, had granted me a [Habilitation, Professorship, ...] in the field of [add the name of the field]. It is important to note that typically [Habilitation, Professorship] is awarded after c.a. 8 years of active and productive post-PhD research and teaching (Exhibit XXX. Requirements for Habilitation or Professorship that you can find on University pages or online), however based on my outstanding achievements in research and teaching, I was granted [Habilitation, Professorship] and promoted to a rank of [add the name of the rank, e.g. Professor] after less than 4 years of post-PhD activities.

In [year, earlier], I was awarded with [add a name of international award like European Union (EU) funded Marie Curie Re-Integration Grant, Professor XXX Award, etc] that is conferred only after a very rigorous selection procedure to the most prominent Young Scientists (from 3 to 8 years after PhD studies) to work as Visiting Professors at the participating Universities (Exhibit XXX, letter from University stating the requirements and criteria).

In [years earlier], I was awarded with the most respected [add the name of your doctoral or postdoctoral granting agency, e.g. Academy of Science or similar, it carries lots of weight, but do not forget to add the selection criteria and add in relevant Exhibit that less than 10% get this award] [name of the award, e.g. senior research fellow, doctoral candidate] and doctoral (Research Fellowship) awards, respectively, to support my research to develop [add a title of your research] (Exhibit XXX. Selection criteria, history, credibility. Remember, the more you provide hard evidence, the easier approval will be)

In [year, earlier], I was also awarded with prestigious [add another grant or fellowship, but remember that “best student term paper” or “travel award” are not really “highly esteemed awards” and carry low weight at USCIS]

[G] Dr. XXX has received high remuneration for her/his exclusive expertise

Postdoctoral Researcher at [add an agency, especially if you received ORISE or NRC fellowship] are extremely competitive and the selected candidates

are paid nearly two times higher pay (\$ 50 000 base stipend + \$ 19 900 for e.g. Environmental Engineering degree and \$ 1 500 for each year of doctoral experience) in comparison to their peers at universities [add average \$ from the web. Unfortunately, if you cannot show that you received higher remuneration than your peers, add benefits that others might not have received like your personal research and travel budget, flexible hours or something to show that you stand out from the crowd of your peers: <http://www.salarylist.com/jobs/PostDoctoral-Fellow-Salary.htm?page=7&order=4>].

[H] Dr. XXX has served as a reviewer for high impact national and international journals and as referee of [add agency's name] projects

I have been requested to review publications for nationally and internationally recognized top journals like "Environmental Science and Technology", "Bioresource Technology", "Journal of Hazardous Materials", "Water Research" and others [add names of the highest impact factor journals that you have been asked to reviewed for]. As a referee, I review the manuscripts submitted by scientists in the field, and make recommendations to the journal's editorial boards regarding whether the manuscript merits publication as a valuable original scientific finding. Also, I have been acting as a Scientific Expert in [add the name of the agency if relevant] issued large and medium scale projects regarding [add the fields of your expertise]. These peer reviews clearly show that I have been recognized as a leading expert in my field and that I have risen to the top in my field of endeavor. (Exhibits X to Y. Reviews for scientific journals and Evaluation of projects: add the request to evaluate and actual evaluation with comments. **More hard evidence to strengthen your case!**)

[I] Dr. XXX was offered several high paid prestigious job opportunities in the past

[A] [add any job offerings in the past, e.g. you can add your first employment when you came to the U.S. before leaving for your current employer] wishes to employ me on a full-time basis in the position of [add a

[title of the position] at an annual salary of [\$ number].

In [year], [name of the agency, University or a Company], after a very rigorous international selection procedure (Please see Exhibit XXX, Requirements for the Award and Selection outcome), recruited me as a [title of the position] to conduct research on [short 1 sentence description of your research]. [Add the name of the agency or University] is one of the strategic and national priorities [add more on the agency, how important it is and how known in the field]. Therefore, this funding, by its nature, attests to both the outstanding stature of the research efforts and its relevance to areas of high national priority.

"Dr. XXX contributions to the [name of the field] field are extremely important and have wide impact for the [name of the wider field]...At present, [name of the field or an area, e.g. Environmental Protection] and the [narrow field, e.g. decontamination of soils, removal of heavy metals, ...] are the number one priority of [name of the agency or University, Company, ...] and is a matter of national security. It is in America's best interest to ensure an outstanding [name of the field] researcher like Dr. XXX stay in the United States and continue her/his research". (Exhibit XXX, letter from Recommender #10)

"...[describe your area, e.g. to abate environmental pollution is a long-term goal to improve America's health while minimizing risks associated with the use of...]. Keeping wonderful scientists like Dr. XXX, undoubtedly, would benefit the United States..., and believe she/he will continue to make great contributions to the field of [name of the field]". (Exhibit XXX, letter from Recommender #5)

"...For many years now, Dr. XXX has been playing a pivotal role in [name of the field or an area] research projects, because of his/her unique expertise. His/her recent novel findings that [add a 1 sentence description of the findings, discoveries,...] is a major breakthrough in the field of [add the name of the field]. His/her important findings have been presented in [names of the journals and conferences] and conferences organized by esteemed [e.g. American Chemical Society]. Therefore it would be in the best of our national interest to grant Dr. XXX a permanent residency status to allow him/her to continue working to improve our [e.g. environment, health,

economy,...]". (Exhibit XXX, letter from Recommender #9)

[B] University of [name] wishes to employ me on a full-time basis in the position of the Head of [name] Group at an annual salary of [\$ number] plus fringe benefits.

In [year], [name of University of a Company], which is the top [number, e.g. 175] university in the world (Exhibit XXX, 2014 QS World University Ranking. Tip: if your university is ranked very low, check the ranking for your Department or School or Department. This way you can get a higher ranking than University alone), recruited me as a Head of [name]Group [add an Exhibit that states the establishment or such a group or a letter from University stating that you are appointed as a group leader] to supervise graduate and undergraduate students, secure funding and work on the [project titles, field, area].

[C] [Name of University] wishes to employ me on a full-time basis for [number] years in the position of [title, e.g. Postdoctoral Associate] at an annual salary of [\$ number] including [%] of superannuation contribution and other fringe benefits.

In [year, earlier], after a successful year as a Visiting Scientist/Lecturer at [University], that is among the top [number] schools in the world (Exhibit XXX, 2014 QS World University ranking. Tip: do not ignore the hard evidence, add 1 page about your University, Department, School printed from the Rankings and add as an Exhibit. USCIS do not believe what you write, they believe in hard evidence!), Dean of the School of [name] has offered me a post of [e.g. Postdoctoral Associate] to conduct research on [title and 1 sentence description of the research]. It is extremely competitive and is a big honor to receive a Postdoctoral Fellowship with Independent Research designed according to personal experience and expertise (Please see Exhibit XXX, letter from Recommender #7), unfortunately I had to decline that possibility due to I was offered to lead the [name] Group at [university's name].

[D] [University] wishes to employ me on a full-time basis in the position of [e.g. Visiting Scientist/Lecturer] at an annual salary of [\$ number] plus fringe benefits.

In [year, earlier], I was offered a [e.g. Visiting Scientist] position for [number of months or years] to lead an independent project utilizing my experience and expertise in [name the area or include an actual project name]. [add 1-2 sentences why this research is important and how it contributes to economy, e.g. aquaculture is an important industrial area in the northern part of Queensland (Australia) which contributes significantly to the Queensland's economy. Therefore, the treatment and potential re-use of aquaculture effluent without disturbing or killing fish is of enormous economic and environmental importance]. Thus, I was a principal investigator of [name of the project] developing [1 sentence on what exactly your work was]. The project was funded by [add the funding agencies, if this was an award, add a description under "Awards" section and repeat some of the information here]. Due to my collaborative efforts and outstanding results, I was offered a post of [add the title, e.g. Lecturer] in [add an area] teaching (full-time) undergraduate students [list the courses].

[J] Dr. XXX is a member of prestigious professional societies.

I am a member of the [e.g. American Chemical Society (ACS), one of the oldest scientific societies in the world established in 1876. List other societies as well but do not forget that in order to be accepted by USCIS, these societies should be prestigious, difficult to get in and membership should be based on professional merits. According to a great number of applications, American Chemical Society and Sigma Xi were among those accepted by USCIS]. With more than 163,000 members, the ACS is the world's largest scientific society and one of the world's leading sources of authoritative scientific information. A nonprofit organization, chartered by Congress, ACS is at the forefront of the evolving worldwide chemical enterprise and the premier professional home for chemists, chemical engineers and related professions around the globe. (Exhibit X. American Chemical Society, add information from the web on membership requirements <http://www.acs.org/content/acs/en/membership-and-networks.html>)

In recognition of my outstanding accomplishments, I have been elected to become a full member of Sigma Xi, The Scientific Research Society. Sigma Xi was founded in 1886 as an international honor society for distinguished

scientists and engineers. It is an organization designed to honor those who have made noteworthy contributions in research. Throughout its distinguished history, more than 170 members have won the Nobel Prize. It should be stressed that membership in Sigma Xi is by invitation only. According to its Constitution, the membership of Sigma Xi is divided into Associate Members and Full Members. The most promising young scientists and students with demonstrated research potential are invited to join as Associate Members. Full Membership is conferred only upon those individuals who have demonstrated noteworthy achievements as original investigators in research. Election to Full Membership of Sigma Xi is an internationally acknowledged honor recognizing excellence in scientific and engineering research. (Exhibit XXX. Sigma Xi membership requirements <https://www.sigmaxi.org/member/join/>)

[K] Dr. XXX acted as reviewer/supervisor of peers' research work.

In recognition of my extraordinary abilities and accomplishments, I have been called upon to serve as a judge of the work of other research scientists in the field and lead their PhD studies, in particular, in [list universities or countries]. (Exhibit XXX, Decision from the University Board to appoint Dr. XXX as the main and co-supervisor of doctoral students. Exhibit XXX, Doctoral theses with a clear evidence of Dr. XXX input as an adviser and supervisor of relevant doctoral works. Tip: provide Abstract page as hard evidence).

Section 3. Dr. XXX proposed employment is in an area of substantial intrinsic merit that is national in scope.

[A] [Name of the area] is an area of intrinsic merit.

I seek employment in the field of [name]. [Name] comprises of studies that involve [add a short description of your area of intrinsic merit]. [You can use something like that from the web on Nanotechnology, e.g. Today the Environmental Nanotechnology spans a gamut of sub-areas, from synthesis and remediation of soils and water to applications in solar and fuel cells, it also includes novel catalysts and catalytic systems active in the visible light region. A few important application areas are environmental remediation, development of fuel and solar cells, biomedical applications, consumer

products, drug vessels, etc” (Exhibit XXX, "Environmental Nanotechnology" from the web) [include 1 page of your area description from the web, how and why it is important, add one or two references from experts in the field stating that this area must be developed in order to solve pressing problems, etc]

[For instance, below is the description to show that environmental nanotechnology is an area of intrinsic merit: Like other new technologies, nanotechnology offers potential economic and societal benefits, however presenting potential challenges as well. Nanotechnology advocates assert that nanotechnology provides the opportunity to reduce or eliminate known risks by engineering around them. Proponents maintain that nanotechnology also offers the potential for significant benefits, including: 1) Reducing energy consumption, pollution, and greenhouse gas emissions; 2) Cleaner, more efficient industrial processes; 3) Remediating environmental damage; 4) Curing, managing, or preventing deadly diseases; and 5) Offering new materials that protect against impacts, self-repair to prevent catastrophic failure, or change in ways that protect or aid soldiers on the battlefield. For instance, nanoscale materials show promise for preventing, detecting, tracking, and removing pollutants.

According to the Environmental Protection Agency (EPA): "nanoscale cerium oxide has been developed to decrease diesel engine emissions; iron nanoparticles can remove contaminants from soil and ground water; and nano-sized sensors hold promise for improved detection and tracking of contaminants". In the area of human health, scientists assert nanotechnology has the potential for improving disease diagnostics, sensing, monitoring, assessment, and treatment. In particular, the National Cancer Institute (NCI) views nanotechnology as likely to provide revolutionary tools to extend and improve lives.

Unfortunately, if not research further, the same nanotechnology material may be both potentially beneficial and potentially harmful: Nanoscale silver is highly effective as an antibacterial agent in wound dressings, clothing, and washing machines, but some have expressed concerns that widespread dispersion of nanoscale silver in the environment could kill microbes that are vital to waste water treatment plants and to ecosystems. Some beneficial

bacteria, for example, break down organic matter, remove nitrogen from water, aid in animal digestion, protect against fungal infestations, and even aid some animals in defense against predators. Moreover, some nanoscale particles may have the potential to penetrate the blood-brain barrier, a structure that protects the brain from harmful substances in the blood but also hinders the delivery of therapeutic agents. The characteristics of certain nanoscale materials may allow pharmaceuticals to be developed to purposefully and beneficially cross this barrier and deliver medicine directly to the brain to treat, for example, a brain tumor. Some critics are concerned, however, that nanoscale particles might unintentionally pass through the blood-brain barrier causing harm to humans and animals. Certain nanoscale materials are highly chemically reactive due to their high surface-to-volume ratio. This is a property that might be positively exploited in catalysis, treatment of groundwater contamination, and site remediation. This property also is being explored for use in protective masks and clothing as a defense against chemical and biological agents. However, some research results indicate that the reactivity of some nanoparticles potentially can result in cell damage in animals. Carbon nanotubes (CNTs) have potential uses in a wide range of applications (e.g., materials, batteries, memory devices, electronic displays, transparent conductors, sensors, medical imaging). However, some scientists have expressed concerns that some CNTs exhibit properties similar to asbestos fibers and might become lodged in organs (e.g., lungs, kidneys, and livers), harming humans and animals. Obviously, challenges must be overcome and research questions must be solved to minimize or completely eliminate the risks associated with Environmental Nanotechnology to fulfill the promise for the future". (Exhibit XXX, Interview with Dr XXX on the importance of this field or website or online article).

[B] Proposed benefit from Dr. XXX work is of national and international importance

I had worked on [name of the field] projects, more specifically on [give a more specific description of these projects]. These projects are of great importance to security, health related and environmental uses. (Exhibit X, National and International Importance of the project taken from the internet that emphasize and discuss your field. Tip: "Google" keywords like

that: importance, [name of your field], national benefit, impact,...Then select the best article (blog is less respected in comparison to CNN), print the first page, highlight the most important words and add as an Exhibit to strengthen the case)

"Numerous projects on which XXX has been working during this time is known as [give a short description, 1 sentence of the project adding "taking into account" and then adding some specifics of the project that shows national and international importance....]. The particular goal is to develop a reliable and accurate [e.g. analytic techniques and/or approach] to assess [give description].....XXX became the expert in [add an area or specific description where you became an expert] literarily within couple of months of arriving, which has been an immense value in pushing forward projects of considerable importance to [agency, University or a Company's name] and the nation." (Exhibit XXX, letter from Recommender #10)

"His/her current work on [provide a title] for [name] applications is of both fundamental interest and practical importance. Eventually such research could lead to developments in [add the areas, fields, ...] that could be vital for national defense or homeland security, and it is critical that a skilled scientist such as Dr. XXX be awarded permanent residency status so she/he can continue to develop these advanced technologies." (Exhibit XXX, letter from Recommender #5)

"XXX has a consistent record of scientific achievements that are useful to [name of the field] and has prominence in [name] science at large, having already impacted science programs here as well as [names of Universities, companies or agencies]....Further, [name of the more narrow field] will impact large investment into other Universities and companies in Australia, Europe and the U.S. where [name of the materials, products, methods, approaches, protocols] and subsequent use are under development". (Exhibit XXX, letter from Recommender #7)

"Dr. XXX has a solid record of scientific achievements in [name of the field] through a great number of high level international peer reviewed publications and presentation in high level scientific conferences. His/her findings already affected research here at [University or a country], where [name of the material, product, method, protocol] are under investigation to

be used in [name of application, e.g. membranes for drinking water purification]." (Exhibit XXX, letter from Recommender #6)

"XXX findings are of great importance to the field of [name of the field], especially [give a more detailed description of narrow field]". (Exhibit XXX, letter from Recommender #2)

"I would like to emphasize the important of [name of the field] and the role it is expected to play in the modern world when it succeeds.....To solve the growing [add a short description of the field, e.g. contamination of environment] and to overcome challenges associated with it, new approaches and methods are absolutely necessary.With the help of [name of the field or an area], higher efficiency [add description of where these inventions will be used] will be achieved. Thus, Dr. XXX work is an important step in this exciting research direction." (Exhibit XXX, letter from Recommender #4)

"The area of [name of the area] is exciting though providing enormous challenges that are associated with the risks of [provide the short description showing why there are challenges, what is not being done or not being created or evaluated]...XXX work on the [give a description of the work] presents a significant importance to global [e.g. environmental remediation, ...] field due to that interdisciplinary approach combining [list the interdisciplinary approaches such as synthesis, analytical methods, ...] is provided. (Exhibit XXX, letter from Recommender #1)

"Being a part of always-growing environmental consultancy with projects of national and international caliber, Dr. XXX experience in [name of the fields] is of particular importance to us due to several reasons. One application of [name] is to increase the efficiency of [add a short description]. Therefore, complete understanding and improvement of [methods, protocols, etc] and potential transformations of [e.g. nanomaterials] is of great significance to environmental health. The other reason is [provide another reason, could be synthesis, or analytical protocol]. Dr. XXX proposed [add the proposed method, approach, protocol] can prove indispensable under the [e.g. constantly decreasing quality of soils, sediments and water]". (Exhibit XXX, letter from Recommender #9)

Section 4 Dr. XXX will impact the field to substantially greater degree than U.S. citizen having the same minimum qualifications. National interest would be adversely affected if a labor certification was required.

"I have worked with a lots of talented doctoral and postdoctoral researchers during my career at [name of the University, agency or a company]. I am an expert with respect to the research that is being pursued at my group and it can take even a very talented individual more than a year to fully familiarize himself/herself with technically demanding research efforts...What has impressed me the most about XXX is that, in addition to his/her exceptional experimental capabilities, he/she has an extremely strong background in [provide the background, e.g. chemistry, physics, biophysics,...], which allow him/her to accomplish research objectives that are, quite simply, beyond the reach of the vast majority of scientists with whom I have worked."
(Exhibit XXX, letter from Recommender #10)

"Due to importance of Dr. XXX novel findings and discoveries, he/she is currently collaborating with [provide titles, names and Universities of people you are currently collaborating with] to study [add description of the projects or area of collaboration] Prof. [name] groups have recently performed experiments using Dr. XXX [add the name of the product, protocols, methods,...] (Exhibit XXX, letter from Recommender #8).

"During a number of years that I worked as [title or a position], I had met numerous talented graduate students and postdoctoral associates from various backgrounds [list the backgrounds]. Despite each individual was capable to perform high level research, none of them had similar experiences and interdisciplinary expertise than Dr. XXX.....He/she was not only highly trained in [name of the field or an area] (based on an excessive list of publications and citations of his/her work), but also in [add additional more narrow fields]. Such combination is truly beyond the scope of majority of students and scientists that express the desire to work at the research institutions and industrial companies." (Exhibit XXX, letter from Recommender #3)

"In the recent years, I have developed several methods and approaches that

have already shown very important results. These methods and approaches are [list the methods and approaches]. This approach is application to a gamut of applications: [list all the potential applications]. These approaches and methods are considered important advances in the respective areas. This has resulted in numerous collaborations with scientists working in important areas of [list the areas, e.g. chemistry, physics] and national missions. These collaborations are a clear indication that my work is expected to have substantially greater impact than any other competing methods." (Exhibit XXX, Statement of Beneficiary on Work Plans in the United States)

[A] Consequences of requiring a labor certification.

The national interest will be adversely affected if a labor certification were required for me. In other words, my prior achievements demonstrate that I will serve the national interest to a substantially greater degree than other individuals in the field. My continued research work in the U.S. is critical for the development of novel strategies and approaches to [add the area or a field].

I believe that the enclosed documents persuasively establish that I have made substantially greater contributions than most other researchers in the field of [name] due to my unique and innovative set of skills, knowledge and background combining [add names and titles]. With more than [number] years research experience and my expertise in [name] research, I am in a unique position to make more significant contributions to the [detailed title and a short description]. I have been playing the pivotal role in the ongoing research projects. A U.S. worker recruited through the labor certification will not be able to perform the tasks required for my position because labor certification makes no distinction or allowances between a minimally qualified U.S. worker, and a person who possesses the skills and talents for success in the work in question. There is no shortage in my profession. As a result, the labor certification is likely to force the University or a company to hire a U.S. worker with only minimum qualifications. Such U.S. worker will not be able to perform the tasks required for this position. Since I will serve the nation to a substantially greater degree than anyone with minimum

qualifications, my non-participation in the current work would deprive the nation of my exceptional and crucial contribution to the national interest. Moreover, it will have a devastating impact on the research projects funded by the U.S. government. My numerous significant contributions to the field of [name] have far exceeded those of most other scientists in the field and my research accomplishments have been very well recognized nationally and internationally. They summarized as follows:

Original Scientific Contributions of Major Significance

As stated above and in the Statement of Beneficiary on the Work Plans in the U.S., I was at the forefront of the development of [add the name of protocol, technology, method, process, product]. I have developed a highly effective [add a short description]. I have presented my findings and discoveries in numerous international conferences such as [list conferences that you presented, include Exhibit XXX: Invitations to conferences. Tip: we all get plenty of “spam” conference invitations, however if they contain your name (e.g. Dear Dr. XXX, we have read your article in X journal [title] with pleasure and would like to invite, etc), name, time and place of the conference, print that out and add as an Exhibit even if you did not go! This shows that you are an expert and your contribution is of major significance. Again, you do not need to add a program with your name highlighted in this case, email addressed to you with an actual conference is sufficient] and more than [number] in the international leading peer-reviewed journals.

Also, I have identified several [list methods, approaches, protocols, programs] that are vitally important for [name of the area or a field] and especially for the [name a more narrow, specific field]. My findings has led to the creation of methods that utilize [add a short description]. My research have great impacts on whole field of [name] and resulted in more than [number] research publications in the international leading peer-reviewed journals.

Section 5 Conclusions

"His/her position at [name of the company, University, agency] has enabled him/her to continue making these critical contributions to [name of the field or an area] area at large, and he/she clearly merits your recognition as

someone of extraordinary abilities, whose past work has been ground breaking and whose future potential is even higher. For these reasons, I strongly support his/her application for permanent residency, so he/she can continue this important work to the benefit of the United States." (Please see Exhibit XXX, letter from Recommender #9)

"Dr. XXX is already a valuable U.S. asset because of the impressive research that he/she has completed and, allowed to proceed with this work, he/she will greatly benefit the U.S. national interests....It would be a great loss to the U.S. to lose someone of his/her caliber. I have no reservations whatsoever in recommending him/her in this application for permanent residence in the U.S.A." (Please see Exhibit XXX, letter from Recommender #5)

"Dr. XXX has already demonstrated a unique set of expertise, long years of experience and impressive research accomplishments in the field of [name] that will greatly benefit the U.S. national interests if he/she is granted a permanent residency in the U.S.....I am honored to recommend him/her for the permanent residence in the U.S." (Please see Exhibit XXX, letter from Recommender #3)

For any further information, please contact me at the following address.

Sincerely,

Dr. XXX

[Address]

Exhibit X. Statement of Beneficiary on Work Plans in the United States

[Example of Environmental Nanotechnology petitioner: NIW granted without a single RFE] Tip: spend lots of time on the internet researching the importance of the field and how it fits National Interest.

Date

My name is XXX. I am a beneficiary of the petition for permanent residency based on NIW. Since past [number] years, I am engaged in research in the area of Environmental Nanotechnology. I plan to continue doing research in this area in the United States.

Nanotechnology is being used in several applications to improve the environment. This includes cleaning up existing pollution, improving manufacturing methods to reduce the generation of new pollution, and making alternative energy sources more cost effective. Therefore, in trying to help our ailing environment, nanotechnology researchers are pursuing the following challenging venues: 1) generating less pollution during the manufacture of materials, e.g. the use of silver nanoclusters as catalysts to significantly reduce the polluting by-products generated in the process used to manufacture propylene oxide and consequently plastics, paints and detergents. 2) Producing solar cells that generate electricity at competitive costs, e.g. array of silicon nanowires embedded in a polymer that results in low cost but high efficiency solar cells. 3) Increasing the electricity generated by windmills, e.g. by epoxy containing carbon nanotubes that are used to manufacture windmill blades that are stronger and more durable and yet lighter. 4) Cleaning up organic chemicals polluting soil, sediments and groundwater, e.g. iron nanoparticles can effectively degrade organic contaminants without production of hazardous by-products. 5) Capturing carbon dioxide in power plant exhaust e.g. developed membranes that can capture carbon dioxide instead of releasing it into air. 6) Reducing the cost of fuel cells and storing hydrogen, e.g. changing the spacing of platinum atoms used in fuel cells and using Graphene layers to increase the binding energy of hydrogen. 7) Increasing the effectiveness of consumer products,

e.g. by adding nanomaterials to increase the stability and longevity of paints, to increase the UV irradiation blocking ability, etc.

However, to use nanomaterials for aforementioned applications, it is vitally important to truly understand interactions between the environment and human-made materials and potential risks associated with these interactions. Also, it is essential to understand reactions at the nanoscale. It is at this level, from single molecules to ultra-thin films on surfaces, that structural and chemical transformations first occur which affect critical environmental processes, such as corrosion of advanced alloys, association of hazardous waste with soil or buildings, and transformation of radioactive materials by microbes. In addition, to create the next generation of materials and technologies to solve critical environmental problems we need to create new methodologies and research partnerships that will provide the necessary combination of tools, software and knowledge for cross-disciplinary problem-solving. Obviously, Environmental Nanotechnology has proved very important and holds a lot more promise in the future.

During my earlier years of research in the field of Environmental Electro(nano)technology, I worked on a very challenging problem that was to design an effective reactor and provide optimized reaction conditions to remove heavy metals and organic pollutants from soils, sludge and sediments with minimal costs and highest efficiency. I have contributed some important ideas and experimental demonstrations to this field. In the recent years, I have developed techniques and approaches that have already shown very important results. These techniques/approaches are "ultrasound enhanced electro(nano)technology", "green synthesis of nanomaterials" and "fate and transformations of nanomaterials in environmental vectors". With the first technique, it is possible to effectively destroy emerging endocrine disrupting chemicals in soils and water without the addition of oxidants, e.g. electrodes are coated with nanomaterials that significantly increase the efficiency of the process. Second approach allows the use of various waste materials to be re-used as precursors for the synthesis of environmentally relevant nanomaterials (nano zerovalent iron, doped-TiO₂, etc). This approach is applicable to a gamut of applications and is considered important advances in the respective areas. Third approach

allows the use of computational chemistry (quantum chemistry calculations) and developed methods utilizing advanced analytic techniques (X-ray spectroscopic and scanning/transmission electron spectroscopy) to predict and evaluate transformations of relevant nanomaterials and therefore foresee risks in environment. This has resulted in several national and international collaborations with scientists working in important areas of chemistry, biology, physics, environmental sciences and national missions. These collaborations are a clear indication that my work is expected to have substantially greater impact than any other competing methods. I wish to continue these research directions in Environmental Nanotechnology.

In the near term, my goal is to work computational chemistry and other above-mentioned techniques/approaches and explore their applications to the fullest extent. A possible list of applications include: 1) X-ray based spectroscopic methods to fully characterize and image nanostructures and bionanostructures with main emphasis of reproducibility and reliability of the method, 2) better utilize quantum chemistry calculations to predict fate and transformations of nanomaterials in environment in the presence of various stresses and other contaminants, 3) to develop more "green" synthesis methods completely eliminating or significantly reducing the use of hazardous solvents and reducing agents for nanomaterials produced in large quantities, 4) aid the development of risks assessment methods through accurate experimental and theoretical approaches.

Environmental Nanotechnology is an area rich in applications. However, there are several applications that are still underexplored. Similarly, there are fundamental problems that are not understood yet. For instance, changes in electron structures when nanomaterials are in contact with strong electric, magnetic fields and consequent changes in behavior in environmental vectors. Studying these research directions will open new avenues of applications. In the long term, I would like to put my skills to various uses in the other sub-fields of Environmental Nanotechnology.

Sincerely,

Dr. XXX

[Address]

How to ask for Letters of Recommendation

[Address to:]

[Address from:]

Dear Dr. XXX,

I am applying for Permanent Residency (Green Card) through National Interest Waiver (NIW) since my current employment-based H1B visa is about to expire. The NIW category includes "members of the professions holding advanced degrees or their equivalent", and "individuals who because of their exceptional ability in the sciences, arts, or business will substantially benefit prospectively the national economy, cultural or educational interests, or welfare of the United States, and whose services in the sciences, arts, professions, or business are sought by an employer in the United States".

To be considered for NIW, I need to collect 5 to 7 letters of recommendation to demonstrate that I meet the criteria for NIW application. Since the immigration office has stringent requirements for recommenders, a strong letter from an expert like you in my field would greatly benefit my application.

With your permission, I will send you my Resume, requirements for the letter, a sample recommendation letter, and a description of my research activities for your reference. However, if you prefer, I could draft a letter recommendation and send it for your approval and a signature. Information you provide is critical to my application and your prompt attention to this request is greatly appreciated.

Sincerely,

Dr. XXX

Sample of Conference Invitation Evidence

From: "Yao Lu"<cmm14@epsworldlink.com>

To: XXX@XXX

Date: Tuesday, June 14, 2011 09: 42AM

Subject: To: Dr. XXX, Meeting Invitation: 2011 International Environmental Conference, Hohhot, Inner Mongolia, China

Dear Dr. XXX,

It is my great honor and pleasure to extend you a warm invitation to participate in the **EPS 2011 International Environmental Conference**, to be held during August 3- 5, 2011 in the beautiful city Hohhot, Inner Mongolia, China. This conference will be hosted by **EPS Global Medical Development Inc.** of Canada. We would like to welcome you to our Conference as our valuable speaker and present your recent work and ideas of [**This was an actual title of publication**] that was published in [**name of the journal where it was published**]. Please visit our website at www.epsworldlink.com/en for program details.

[Signature].

Tip: these are so called "scientific spam" letters that are sent out to many scientists in the world. They do not pay you for your keynote or provide any other benefits or discounts. They just "fish" for participants. However, this clearly demonstrates hard evidence for USCIS that you are an expert in the field if you get personalized invitation to conferences.

Sample Employment Offer Letter

Date

Dr. XXX

[Address]

Dear Dr. XXX:

We are pleased to offer you a position with [name of the company or University] to work [title of your position and if applicable contract or program name]. Your starting annual salary will be [\$\$\$] and you will be eligible to participate in the benefit and retirement programs offered by [name] as outlined in their Benefits Handbook. Annual

benefits include [list benefits here: holidays, paid leave, medical and dental insurance, short and long term disability insurance, and life insurance]. The company will contribute 14% of salary towards your retirement plan. This retirement plan consists of mandated contributions by the employer to Social Security with the balance of the 14% going into a 401K program.

To accept this position, please sign and return this letter to my office within 3 days. The staff of [name of the company] and I are delighted to have the opportunity to work with you.

Sincerely,

XXX

President

Letters of Recommendation used in petition

[Add sentences from these letters into an actual petition (see above) to make your petition rock solid. Remember, you have to build the case to officials that do not believe anything but hard evidence. They do not believe what you say, they believe what they see and this is evidence. Do not lie but spin the truth ù Do not forget to add 1-5 pages of Resumes of your recommenders to strengthen the case]

Tip: add Institutional Letterhead onto each reference letter

Recommender #1 (independent)

Date

U.S. Department of Homeland Security
Bureau of Citizenship and Immigration Services
USCIS Dallas Lockbox
P.O. Box 660867
Dallas, TX 75266

Dear Immigration Officer,

It is my pleasure to write this letter of recommendation in strong support of Dr. XXX application for permanent residence in the United States under the National Interest Waiver Program. Dr. XXX is an outstanding scientist and his/her unique and valuable expertise in [name of the field] is essential to the success of all the projects that Dr. XXX is currently working on.

I have interacted with Dr. XXX in my capacity as [give details of a title, name

of the University and other relevant details], when he/she came to visit us as European Commission Erasmus exchange faculty member to teach undergraduate and graduate students [details on courses]. My professional expertise includes more than [number] years of experience in [name of the field] with more than [number] articles published in peer review journals, chapters in major professional textbooks and world-class conferences and meetings.

Dr. XXX findings, described in his/her publications, are major breakthrough in the field of [name of the field], which has attracted great attention from many great researchers in the world. These are evidenced by the fact that Dr. XXX publications are highly cited. Dr. XXX research work not only has great contribution to and impact on the projects at [details of University, Agency, and Company] but also has immense impact on and contribution to the world scientific community as well. His/her research papers have been read and referred so far by over [number] leading scientists in the world and these papers provide valuable amount of information to guide or shape other scientists' research efforts. These numbers of citation significantly indicate that Dr. XXX research is of great quality and his/her accomplishment has great impact on scientific community. This is where Dr. XXX stands out the most.

In addition, his/her experience and knowledge of [name of the field and details of research] is very unique and irreplaceable to the overall success of the research in the field. The area of [name of the field or an area] is exciting though providing enormous challenges that are associated with [provide details]. XXX work on [provide details of the work] presents a significant importance to global [name of the field] due to that interdisciplinary approach combining [provide details of interdisciplinary research] is provided.

Recently, we decided to apply for research funding through European Commission Framework 7 funding schemes with main emphasis on [provide details of proposed research that is relevant to this petition]. Dr. XXX wrote a significant portion of this proposal focusing on [provide details of this proposal]. We chose to collaborate with Dr. XXX because of his/her direct experience with [give details]. His/her experience and knowledge of [name of

the field] is very unique and irreplaceable to the success of this and I am sure many of the future projects.

In summary, Dr. XXX makes a significant and unique contribution to the **[name of the field]** and is highly desirable as a member of scientific community. I give him/her the strongest possible positive recommendation for a visa. Please feel free to contact me if there is any further information I can provide.

Sincerely,

Prof. XXX

[Address]

Recommender #2 (independent)

Date

U.S. Department of Homeland Security
Bureau of Citizenship and Immigration Services
USCIS Dallas Lockbox
P.O. Box 660867
Dallas, TX 75266

Dear Immigration Officer,

It is my great pleasure to write this letter recommending that Dr. XXX be granted an Immigrant Visa in order that she may continue his/her scientific research at [name of the company, agency, University]. We have never collaborated before and I know him/her from extensive publishing, conference presentations and through mutual fellow scientists. In my opinion, Dr. XXX research at [agency, University, Company] should be considered vital to the national interest. [Name of the field] is tightly focused on the improvement of [list of qualities, or other metrics], for which European Commission and the U.S. Government allocated a budget of several billion dollars. Ultimately, Dr. XXX research efforts aim at the development of [add the description of the research]. Based on his/her publication record and presentations at international conferences, Dr. XXX is playing a pivotal role in the research and development activities of [name of the University, company, agency], and the very success of many of [name of projects or fields] research activities would be compromised if he/she was forced to return to [country].

[Here add the bio of the recommender. If it is impossible to get the Resume, add information from the internet]. I am a [e.g. Professor] at the department of [name]. I have published over [number] papers in peer-reviewed journals, books, book chapters and serve as the Principal

Investigator and Project Director on [number] large scale projects. I have organized several meetings and have been invited for several editorial appointments. I have earned several patents and the novel technology being developed under my direction.

We share similar scientific and technical interests and I am closely following the scientific career, achievements and publication track of Dr. XXX since [year]. Due to his/her important findings in the field of [name], I have cited his/her work (e.g. published in [titles of journals]) numerous times in my own publications. I am familiar with Dr. XXX strong research accomplishments and with his/her position as someone at the top of her profession. We have never worked together before, thus in [year], [name of the University] appointed me as an independent reviewer of Dr. XXX doctoral thesis. While reviewing his/her doctoral thesis, I learned that Dr. XXX had a strong educational background in [list the fields], especially in the areas that form basis of target techniques. Based on his/her Resume and discussion with his/her scientific advisors, I also learned that he/she was an outstanding student and won several awards for his/her academic achievements. Without a doubt, I have positively evaluated scientific findings presented in the doctoral thesis and gave permission for the public examination.

Recently, it came to my attention that Dr. XXX had been appointed a Guest Editor of a special issue in [title of the journal, or a book and a year] and as an Expert in European Commission Eurostars and Framework 7 large scale projects. It is a true recognition of a young scientist to act as an evaluator and reviewer of other people's work on such a high and demanding level.

During the earlier years of his/her scientific career, Dr. XXX has worked on the [add a short description of the project]. Moreover, effectively designed [add more details on the research here]. This [name of the product, protocol, method, ...] was innovatively developed by Dr. XXX and its applicability extended far beyond its original application [add some details here]. I have recently read in [title of the journal] that Dr. XXX used this innovation to design [add a description here]. I have applied several findings of Dr. XXX in my own research.

I would like to draw your attention to the fact that he/she made significant

contributions in the field of [name]. Also, XXX findings are of great importance to the field of [name of another field], especially the design of [add details here if relevant]. Recently, it came to my knowledge that Dr. XXX extensively published and continues to publish in the field of [name], in particular applying [more details here]. Therefore, he/she has consistent record of scientific achievements that are useful to [names of the fields or areas] and has prominence in overall [name] field.

It follows from these considerations that Dr. XXX skills are extremely rare and precious commodity and, on the basis of combined extensive [name, e.g. environmental, medical] background coupled with his/her expertise in [add additional valuable expertise here], it is clear that he/she is essential the world class research institution. If you need additional information, please do not hesitate to contact me. I appreciate your assistance in this matter.

Yours,

Prof. XXX

[Address]

Recommender #3 (independent)

Date

U.S. Department of Homeland Security
Bureau of Citizenship and Immigration Services
USCIS Dallas Lockbox
P.O. Box 660867
Dallas, TX 75266

Dear Immigration Officer,

It is my honor and pleasure to write this letter of recommendation in

support of Dr. XXX application for permanent residence in the United States. Dr. XXX is a researcher in the field of [name] relevant to [name of a more narrow field e.g. environmental remediation] field. He/she works in searching the strategies for [give details of your research]. In addition, he/she assesses the risks associated with [add more details here on your work].

I am [title and the name of University, Company or an agency] and my expertise is in [add details of recommender's expertise]. I have extensively published in high level international journals, presented in international conferences and managed large scale projects. I noticed Dr. XXX several years ago, when he/she started to published his/her scientific papers in the journals I have been reading. Dr. XXX is an excellent researcher in the field of [name of the field]. He/she has published a number of excellent papers in the world leading professional journals such as [provide titles of these journals]. Please note that in all the papers Dr. XXX was either the first or a last author that indicated his/her role as a lead (Principal Investigator) of a relevant project. On the other hand, first authorship is reserved to the individual who makes major technical and significant scientific contribution to the research work published. Also, Dr. XXX has been invited to present his/her research work at several international conferences including American Chemical Society semi-annual meetings in the U.S., [add additional meetings]. Because of his/her significant contribution in the field, Dr. XXX has been asked by the editors of several scientific journals to write review articles. These review articles have been published in [add the titles of these journals] that already attracted more than [number] citations worldwide. It must be stressed that only those individuals who are considered as experts in the field have the privilege to publish the review articles.

During a number of years that I worked as Professor at [University], I had met numerous talented graduate students and postdoctoral researchers from various backgrounds [list backgrounds, e.g. chemistry, engineering]. Despite each individual was capable to perform high level research, none of them had similar experiences and interdisciplinary expertise than Dr. XXX, which was acquired in such a short time. He/she was not only highly trained in [name of the field] and Sciences (based on an excessive list of publications and citations of his/her work), but also in [name of the field]. Such

combination is truly beyond the scope of majority of students and scientists that express the desire to work at the research institutions and industrial companies. Thus, in [year] when I was approached by Dr. XXX with an invitation to contribute to the book she was editing [title, publisher, year of publication], I agreed without hesitation. Moreover, we also discussed other venues for potential collaboration through joint projects and publications.

Dr. XXX has already demonstrated a unique set of expertise, long years of experience and impressive research accomplishments in the field of [name of the field] that will greatly benefit the U.S. national interests if he/she is granted a permanent residency in the U.S and will without a doubt continue working in this important field. I am honored to recommend him/her for the permanent residence in the U.S. If You need any future assistance, please do not hesitate to ask.

Sincerely,

Prof. XXX

[Address]

Recommender #4 (independent)

Date

U.S. Department of Homeland Security
Bureau of Citizenship and Immigration Services
USCIS Dallas Lockbox
P.O. Box 660867
Dallas, TX 75266

Dear Immigration Officer,

It is my honor and pleasure to write this letter of recommendation in support of Dr. XXX application for permanent residence in the United States. Dr. XXX is a researcher in the field of [name of the field]. He/she works in searching the strategies for prevention and [add more information on your research]. Many people in the United States as well as in the world suffer from poor quality of water and soil therefore Dr. XXX research to [e.g. abate environmental contamination] is in the national interest of the U.S.

I am a Professor at [University] with more than [number] years of experience in [name of the field] field. My expertise is [add description of recommender's expertise in more details]. I have published a number of excellent scientific papers in the world leading peer-reviewed journals. I have appended my curriculum vitae to this letter to substantiate my judgment as an expert in this field.

I noticed Dr. XXX several years ago, when he/she started to publish his/her scientific papers in the journals that I have been reading and in the areas that I have been working on. Without a doubt, Dr. XXX is an excellent researcher in the field of [name of the field] having published a number of excellent papers in the world leading professional journals such as [title of these journals].

Dr. XXX is certainly an accomplished member in the field, holding a research

position at [name of University, company, and agency] and having authored many critical academic papers (e.g. [title of the journal, year, volume and page numbers] in the field that I have cited in my own research. I would like to emphasize the important of [name of the field] and the role it is expected to play in the modern world when it succeeds. However, this area is still in its infancy, therefore to solve the growing [add more details here], new approaches and methods are absolutely necessary. For instance, [add some information what is missing and what should be developed in the nearest future to solve relevant problems]. When the drawbacks are overcome and scientific problems solved, it is more than likely that with the help of [name of the field], higher efficiency of [add more details here]. Thus, Dr. XXX work is an important step in this exciting research direction.

In summary, Dr. XXX is an outstanding and innovative scientist with an impressive track record. The United States will certainly benefit tremendously from his/her continued research work. If I can be of additional assistance, please do not hesitate to contact me.

Sincerely,

Prof. XXX

[Address]

Recommender #5 (independent)

Date

U.S. Department of Homeland Security
Bureau of Citizenship and Immigration Services
USCIS Dallas Lockbox
P.O. Box 660867
Dallas, TX 75266

Dear Immigration Officer,

It is my pleasure and honor to write this letter of recommendation in strong support of Dr. XXX application for permanent residence in the United States. Dr. XXX is an outstanding and talented scientist. He/she made significant contributions to the field of [name of the field]. His/her current research on [add details of the research] will substantially benefit the environment at large.

I am a [title, and a name of University, Company, Agency] with more than [number] years of active research and development in the field of [name of the field]. I have published over [number] excellent scientific journal articles, conference proceedings and internal reports for [University, Agency, Company, Federal Laboratory]. I have been invited to give speeches at many international professional conferences.

I have never met Dr. XXX personally but I am very much familiar with his/her work throughout the years because he/she has published several high impact journal articles that are directly relevant to my own research field (e.g. [titles of the journals, year, volume, page numbers]). I have also followed some of his/her presentations at American Chemical Society meetings. Furthermore, based on my observations and his/her very solid publication record, I can attest that Dr. XXX is a very eager scientist with ability to master new things that are extremely difficult and challenging for

the vast majority of scientists with similar experience to Dr. XXX.

His/her current work on [name of the field] is of both fundamental interest and practical importance. Eventually such research could lead to developments in [give more details in practical implementation of the research] that could be vital for national defense or homeland security, and it is critical that a skilled scientist such as Dr. XXX be awarded permanent residency status so he/she can continue to develop these advanced technologies. Therefore, based on his/her experience and expertise, I have foreseen collaboration with Dr. XXX to determine the [add more details on the potential collaboration efforts] relevant to [name of the field]. We already set the main goals of the research and started the preparatory works.

Thus, without a doubt Dr. XXX has already greatly contributed to the field of [name of the field] identifying [provide more details of the research]. Dr. XXX research background exceeds in its level of complexity that of his/her peers. His/her unique expertise in [list expertise areas] already proved to be a winning combination which, I am certain, will continue to make a global impact on the overall [name of the field].

It is obvious that to abate environmental pollution is a long-term goal to improve America's health while minimizing risks associated with [add some details here on the research]. Keeping wonderful scientists like Dr. XXX, undoubtedly, would benefit the United States, and I believe he/she will continue to make great contributions to the field of [name of the field] in the years to come. Moreover, Dr. XXX is already a valuable U.S. asset because of the impressive research that he/she has completed and, allowed to proceed with this work, he/she will greatly benefit the U.S. national interests. Thus, it would be a great loss to the U.S. to lose someone of his/her caliber. I have no reservations whatsoever in recommending him/her in this application for permanent residence in the U.S.A.

If you have any questions, please do not hesitate to ask.

Sincerely Yours,

Dr.XXX

[Address]

Recommender #6 (independent)

Date

U.S. Department of Homeland Security
Bureau of Citizenship and Immigration Services
USCIS Dallas Lockbox
P.O. Box 660867
Dallas, TX 75266

Dear Immigration Officer,

I am writing this letter in strong support of Dr. XXX application for permanent residency in the United States on the basis of his/her outstanding contributions to the field of [name of the field] for application in [name of a wider field]. Dr. XXX is an internationally recognized distinguished research scientist who has risen to the top of her field of endeavor.

I am [title, name of University] at the Department of [name]. I was invited as a Project Advisory Committee Member of [details and more accomplishments]. Also, I acted as reviewer of [add details of congress, conference, name, year, country]. I have been invited to present seminar papers at several Institutions in [countries]. I have also evaluated a number of doctoral dissertations overseas and reviewed papers for different international journals such as [titles of these journals]. Myself, I have published over [number] papers in international high level journals and presented numerous presentations in world-class meetings as well as served as a member of scientific committee and co-chair of [details].

I have briefly met Dr. XXX in [year], while he/she and I were visiting/participating [name of University, conference, courses, lectures]. Despite Dr. XXX was awarded PhD degree less than [number] months ago, he/she surprised me as a very mature and innovative scientist, who was

always ready to excel in the area he/she was interested and working in. Due to the past and present scientific accomplishments, I am closely following Dr. XXX scientific career and am familiar as well as utilize many of his/her novel findings and discoveries in [name of the field] in my own research area. For instance, [give some details where do recommender use your research] developed by Dr. XXX are capable of [provide more details here]. In addition to above mentioned applications, we also plan to use these [methods, protocols, approaches] for our scientific investigations regarding the use of [add details here] in [details] for [e.g. wastewater treatment].

Thus, when Dr. XXX had invited me to contribute to the book he/she was editing [title, publisher, year], I did not hesitate. This is an honor to collaborate with such an outstanding scientist as Dr. XXX. Furthermore, Dr. XXX has a solid record of scientific achievements in [name of the field] through a great number of high level international peer reviewed publications and presentation in high level scientific conferences. His/her findings already affected research here at [name of University], where [details on the use of your discoveries, products, methods, findings] are under investigation to be used in [details].

In summary, Dr. XXX is an outstanding and innovative research scientist. He/she has shown an excellent track record. He/she has demonstrated his/her extraordinary ability in [name of the field] for [details] applications. I must emphasize that he/she has made superb accomplishments in his/her research work and is continuing to make important scientific contributions. The United States will certainly benefit tremendously from his/her continued research work. If I can be of additional assistance, please do not hesitate to contact me.

Sincerely,

Prof. XXX

[Address]

Recommender #7 (dependent)

Date

U.S. Department of Homeland Security
Bureau of Citizenship and Immigration Services
USCIS Dallas Lockbox
P.O. Box 660867
Dallas, TX 75266

Dear Immigration Officer,

I am writing this letter in strong support of Dr. XXX application for permanent residence in the United States under the National Waiver Program. Dr. XXX is an outstanding scientist and his/her unique and valuable expertise in [name of the field] is essential to the development of new approach for the prevention and abatement of [details].

I am [title, name of the University]. I have more than [number] peer reviewed publications in the form of books, book chapters, journal and conference articles and commercial-in-confidence reports. I am also a Founder of the International Conference series [relevant details, title, year, number of participants]. I serve on numerous Editorial boards of highly acclaimed international journals like [details of these journals] and am a Managing Guest Editor for [number] special issues from [year to year].

I am very familiar with Dr. XXX remarkable accomplishments based on my daily interactions with him/her over the past [number] years since she came to [name of the University, Agency, Company] as a [title, e.g. Visiting Scientist]. I am well acquainted with his/her credentials and qualifications as outlined below. After finishing his/her Ph.D. in [year], he/she joined [name of University and the School] as a Visiting Scientist, where I worked as [title and details of some projects] on various [details of projects and programs]. I assigned Dr. XXX in charge of a project to develop [details of the project

emphasizing its importance for economy, health and environment]. [For instance, description of important aquaculture research: Aquaculture in Australia is our fastest growing primary industry, accounting for 34% of the total gross value of production of seafood. Therefore it is of vital importance to ensure that aquaculture activities do not pose a threat to water resources. Land based aquaculture projects potentially are a source of significant water draw, and have the potential to affect water resource quality as a result of releases of salty water, sludges, discolored water, and nutrient-rich wastes to the receiving environment. Those located within water bodies may pollute with excess feed and metabolic wastes. As a result, it is a national priority to develop fast, effective and in situ aquaculture effluent treatment methods]. He/she developed a completely novel method utilizing his/her extensive knowledge in [add areas of expertise] that can be effectively applied in situ without affecting fish and other living organisms in aquaculture. Based on this success, we therefore continue applying his/her method to [add details how recommender utilizes your research]. Thus, [list innovations in the form of methods, protocols, products, materials, design] were original innovations by Dr. XXX. Also, we started to adopt Dr. XXX designed [provide some details]. I would like to point out that he/she has made significant contributions in the field of [name of the field], especially in the development of [details]. He/she has a consistent record of scientific achievement that is useful to [name of the field], having already impacted science programs especially regarding [details] at [name of University and a country].

Dr. XXX has a very strong academic background. He/she obtained his/her BSc from [name of University], MSc from [name of University] and later joined University of [name] for Ph.D in [name of the field], University renowned in [name of the field] graduate programs. After [number] months working as a visiting scientist, based on his/her accomplishments, Dr. XXX was offered to become a temporary Lecturer (Assistant Professor rank) at the [name of the school] to teach several scientifically demanding disciplines to [name of the program] undergraduates. He/she was highly effective and knowledgeable teacher and received great teaching evaluations. We even offered him/her a very competitive Fellow's position, which, unfortunately for us, he/she had to decline. After returning back to [country], Dr. XXX was

offered his/her own research group with [number of MSc and PhD students and a budget], passed [e.g. Habilitation or Professorship] and was promoted to the rank of an Assistant Professor. Dr. XXX is one of the most outstanding research scientists I have ever met during my over [number] years' experience. Based on his/her outstanding scientific performance, I invited him/her to act as a scientific advisor for international conference [title, year and a number of participants]. Also, I have invited Dr. XXX to serve as a Guest Editor [details, title and the journal]. Being a Guest Editor requires long years of experience and profound knowledge of a field and comes with huge responsibility, which includes review of manuscripts submitted for the potential publication in the journal, selection of reviewers, decision to accept or deny publication, etc. In addition, based on Dr. XXX qualification, expertise and experience, I have invited him/her to join me as an Associated Editor of a new international journal on [field, details of the publisher].

Moreover, XXX is an outstanding independent investigator. He/she can assimilate scientific data from the literature, apply it to the particular research problem at hand, design effective experiments to address important questions, assemble the technology and equipment necessary to conduct research, prepare the appropriate experimental model, perform experiments with precision, perform statistical analysis and prepare publication-quality manuscript as well as topnotch scientific presentations. In short, Dr. XXX has demonstrated extraordinary ability at each and every level of scientific research. Dr. XXX is extremely dedicated, hard-working, innovative and talented scientist, who can deftly perform a wide variety of sophisticated techniques in environmental science at large.

Dr. XXX outstanding qualifications are continuing to be evidenced all the way through his/her career. Dr. XXX is exceptionally proficient in [name of the discipline or a field] and his/her analytic and computer modeling skills are truly outstanding. As he/she never stopped learning new things and gain new experiences, I am sure that these and future skills will make him/her one of the most respected [details] scientist in the world. For instance, [details of disciplines] can be readily applied for [name of the field] and national security applications as well. Therefore, gaining knowledge and experience in that area is more than likely can change the overall [name of the field]. Thus, after a short time, Dr. XXX mastered that emerging area and

has already co-authored several important journal publications [details of the journals, year, volume and page numbers] on this work. Her former PhD student and current collaborator [name and a title] has performed additional experiments verifying additional inventions and novel observations that has a potential to greatly affect the entire [name of the field].

Dr. XXX has and continues to collaborate with me on several strategic proposals of international acclaim. We are currently preparing a proposal to [details on the funding agency] on the use of [details of the project which is relevant to National Interest and this petition]. We are excited to collaborate with Dr. XXX based on earlier very successful efforts and his/her direct experience with [details of the research]. In my personal opinion, Dr. XXX certainly ranks among the top 1% of the young researchers working in the area of [name of the field] in the world.

In addition, XXX has a consistent record of scientific achievements that are useful to [name of the field] and has prominence in [name, e.g. engineering] science at large, having already impacted science programs here as well as [names of Universities]. Furthermore, I believe that [name of the field] will impact large investment into other Universities and companies in Australia, Europe and the U.S. where [description of the development, protocol, method, materials, product] subsequent use are under development.

I believe that his/her scientific expertise, insights, qualifications and dedication would substantially benefit the United States. I enthusiastically support Dr. XXX application for permanent resident status in the United States, which would allow this talented researcher to continue his/her relentless efforts to [details of your endeavors]. Your favorable consideration is highly appreciated. Please feel free to contact me if I can provide further information.

Sincerely, Prof. XXX [Address]

Recommender #8 (dependent)

Date

U.S. Department of Homeland Security
Bureau of Citizenship and Immigration Services

USCIS Dallas Lockbox

P.O. Box 660867

Dallas, TX 75266

Dear Immigration Officer,

I strongly support the National Waiver application for XXX, Ph.D. Dr. XXX is an extraordinary young scientist who is making significant contributions to [name of the field], namely [details about the research].

I am [title, name of University, other details about the University, Agency or a company]. From [year to year] I was [title and a former place of work if relevant] that is internationally respected University for excellence in education and research. My own expertise has been in the area of [details]. I have co-authored over [number] scientific publications and [number] books. I am an editor-in-chief of [details, title, publisher], serve on numerous editorial boards of highly acclaimed international journals and am the Editor of the [more details if relevant]. I am also active in capacity-building as organizer of multiple study-days, international conferences and [details] schools.

I know Dr. XXX since [year]. He/she was selected as the top graduate student applicant for the highly esteemed [details of the award] to pursue part of his/her Ph.D. studies at [name of the University]. While in [name of Universities or countries], he/she was working on [details of the projects, areas of expertise]. I assigned Dr. XXX in charge of the project with an aim to use [details of the project relevant to the petition and National Interest]. I felt his/her background in [area] sciences and instrumentation was a great fit to scientific activities performed in our group. Consequently, during his/her Ph.D. studies, Dr. XXX worked with me on the development of [details of relevant project]. He/she also built up a great reputation as a good collaborator as well as a adviser to undergraduate and other graduate students. He/she collaborated and gained the respect of [name of the field] group at [name of University and Professor], renowned group in the world in the field of [name of the field]. His/Her ability to work well with others made

him/her a very likeable member of not only his/her immediate scientific circle, but also the wider faculty in the School.

Within this relatively short span of time, he/she invented a method [provide details of invention or discovery or just a developed new approach to tackle relevant problems]. These findings are envisioned to have important industrial applications to [details] and are expected to or already benefited both the scientific community and general public.

I am very well aware about his/her research capabilities and accomplishments. He/she has now moved on to [name of the University, Company or Agency] and became a prominent scientist in the critical field of [name of the field]. Based on his/her achievements and experience, I have invited Dr. XXX to act as a co-Editor for two books that are currently published or in press by [name of the publishing agency]. Being an Editor of an international book is a very diligent and demanding job, which needs someone with experience and expertise as well as be a respected scientist in the community. Over the years, Dr. XXX has proved himself/herself as a valuable and respected member of a scientific community who is always at the forefront of a very important – [name of the field] field. Due to that, absolute majority of invited authors contributed to the book he/she was editing. Furthermore, I also invited him/her to act as a Guest Editor of a special issue on [provide details of the issue and the name of the publisher].

Overall, Dr. XXX was truly exceptional graduate student who contributed important results to the fields of [name of the field] through his/her publications in high level peer-reviewed and high impact factor journals and conference presentations. While in [Universities or countries], he/she published more than [number] papers with nearly [number] citations from the scientific community in prestigious peer-reviewed scientific journals and he/she was the first author in all of them. This is an extraordinary performance and clearly demonstrates Dr. XXX outstanding research abilities. In recognition of his/her unusual qualifications and impressive publication record, Dr. XXX was awarded with his/her own research group at [provide details on University, the group, funding] and passed Habilitation (Professorship), which enabled him/her to be a doctoral theses supervisor and serve as a Ph.D. committee member. It is indeed very rare for a young

environmental scientist having less than 4 years of post-Ph.D. experience to be offered such a position and be able to pass Habilitation. This is another testimony of Dr. XXX extraordinary qualifications.

Even after Dr. XXX got his/her Ph.D. degree, we continue sharing scientific and technical interests and maintain active collaboration; therefore I am co-authoring scientific publications with him/her. Thus, due to importance of Dr. XXX novel findings and discoveries, he/she is currently collaborating with me at [details of the University or Agency], Prof. [other Universities and Groups] to study the use of [provide details on the projects relevant to this petition]. Importantly, Prof. [give details of Universities and names of Professors] groups have recently performed experiments using Dr. XXX [details of findings, protocols, methods, materials, approaches]. All these have demonstrated Dr. XXX extraordinary abilities and have set him/her apart from other researchers in the field of [name of the field].

To summarize, Dr. XXX has made valuable contributions to a challenging field of [name of the field]. With his/her unique capabilities and track record, I anticipate that he/she will continue to make important novel contributions to the field of [name of the field]. I firmly believe that it is in the best interest of the United States, and specifically for [name] research community, to make every effort to ensure full support for young outstanding scientists like Dr. XXX. Finding investigators with Dr. XXX extraordinary qualifications, expertise, dedication, and originality is indeed very rare. Failing to provide the means to keep Dr. XXX in the United States would be a lamentable loss for our research community and would hamper progress in the field of [name of the field]. Therefore, I appeal to you very strongly to give favorable consideration to Dr. XXX petition. Should you require additional information, please do not hesitate to contact me.

Sincerely Yours,

Prof. XXX

[Address]

Recommender # 9 (dependent)

Date

U.S. Department of Homeland Security
Bureau of Citizenship and Immigration Services
USCIS Dallas Lockbox
P.O. Box 660867
Dallas, TX 75266

Dear Immigration Officer,

I heartily support the National Interest Waiver application for Dr. XXX. Dr. XXX is an extraordinary young scientist who has already made significant contribution to the [name of the field]. The petition is submitted on the basis of the very substantial impacts of Dr. XXX work to [name of the field] field at large and [narrow field] in particular.

I am a [title, place of work and other relevant information] with more than [number] years of research and management experience in [details of expertise] with over [number] journal articles, internal and external reports and conference presentations.

Because of his/her excellent reputation as a researcher in the area of [name of the area or a field] and instrumentation (advanced analytic techniques), which is supplemented by his/her experience in [add details], Dr. XXX was offered a position of [title and a Company's name] to take part in emerging [title of research relevant to the petition] research. In my opinion, Dr. XXX certainly is among the top 1% of the young researchers working in the area of [name of the area] in the world.

Thus, Dr. XXX joined [name of the company, agency, university] in [year] as a leading expert in developing [details of expertise and research] with long years of international experience in numerous countries [add names of these countries and other relevant details] and leading world-level

institutions. He/she earned a reputation and respect through high level publications and research proposals as a great collaborator providing novel solutions and out of the box thinking to solve various [name of the area or a research] problems on a large scale. Apart from being an expert in [name of the field], XXX became an expert in [details] in a very short time, which has been of immense value in moving forward various projects of considerable importance to [name of the company, university and agency] and the nation.

It is important to point out that Dr. XXX is extremely proficient in [details of the area or a field], has mastered the art of [details, e.g. materials characterization using advanced analytic techniques], as well as [other relevant details to this petition], and his/her analytic and numerical skills are exceptional. These skills are truly indispensable, and combined with his/her intellect and talent, I expect her/him to become one of the best researchers in [name of the field].

XXX has verified experimentally and theoretically the [provide details of research relevant to this petition, show innovation, novelty of research, protocols and approaches]. His/her results have recently been published in top [give titles of these journals, year, volume and page numbers] and [name of the agency, institution, university] has expressed interest in patenting Dr. XXX novel [provide some details on the patent or license]. Moreover, he/she invented [add more details on other innovations or new discoveries or simply new methods developed. Also, he/she demonstrated the beneficial use of [add details on equipment use for methods development, analyses, etc]. He/she also invented a protocol, analyzed in details using diligent analytic techniques and numerical modeling, and evaluated the effectiveness of [provide more details on your research here].

Being a part of always-growing environmental consultancy with projects of national and international caliber, Dr. XXX experience in [name of the field] is of particular importance to us due to several reasons. One application of [name of an area, e.g. nanotechnology] is to increase the efficiency of various consumer products, such as sunscreen lotions, paints, textiles, etc. Therefore, complete understanding and improvement of synthesis methods and potential transformations of nanomaterials in the presence of stressors

in the environment, is of great significance to environmental health. The other reason is [add details here]. Dr. XXX proposed [add details of your proposal, method, approach] methods can prove indispensable under [e.g. the constantly decreasing quality of soils, sediments and water].

Dr. XXX has a strong educational background in [list disciplines], especially in areas that form the basis for relevant techniques of national importance. He/she was an outstanding student at the universities and won several awards for his/her academic achievements. For many years now, Dr. XXX has been playing a pivotal role in [name of the field] research projects, because of his/her unique expertise. His/her recent novel findings that [provide details on the findings], is a major breakthrough in the field of [name of the field]. His/her important findings have been presented in [details on the journals, including titles and publishers with impact factors] and conferences organized by esteemed American Chemical Society [add other esteemed societies as well]. Therefore it would be in the best of our national interest to grant Dr. XXX a permanent residency status to allow him/her to continue working to improve our environment.

His/her position at [name of the company, agency, university] has enabled him/her to continue making these critical contributions to [name of the field] at large, and he/she clearly merits your recognition as someone of extraordinary abilities, whose past work has been ground breaking and whose future potential is even higher. For these reasons, I strongly support his/her application for permanent residency, so he/she can continue this important work to the benefit of the United States. If you need additional information, please do not hesitate to contact me. I appreciate your assistance in this matter.

Yours Sincerely,

Dr. XXX

[Address]

Recommender/Supporter #10 (dependent - Government)

Date

U.S. Department of Homeland Security
Bureau of Citizenship and Immigration Services
USCIS Dallas Lockbox
P.O. Box 660867
Dallas, TX 75266

Dear Immigration Officer,

It is my great pleasure to write this letter of support that Dr. XXX be granted an Immigrant Visa in order that he/she may continue his/her important scientific research at [name of the agency, university, company]. Dr. XXX research on [name of the field] should be considered vital to the national interest because it is tightly focused on [give details, e.g. abatement of environmental pollution and improving environmental health of the nation].

I am a [title, name of the agency and other relevant information] with more than [number] years of research experience, holding numerous [agency] awards, patents, having published more than [number] papers in peer-reviewed journals, books, and I am Principal Investigator and Project Manager on numerous projects at [agency, laboratory, branch]. I have appended a copy of my curriculum vitae to this letter to substantiate my credentials in this particular field.

I have known Dr. XXX since [year] when he/she came to work for [name of the company, agency, contractor, university] and a lead scientist at my group. Dr. XXX obtained his/her MSc from [details in University], one of the top [number] [field] schools in the world and Ph.D. from [details on University], top [number] school of [field] in the world. Despite he/she only started to work for me [number] months ago, he/she had already shown his/her extraordinary ability to master difficult scientific tasks. He/she is bright, energetic and quick to comprehend [name of the area or a field]

knowledge and advanced techniques. Dr. XXX is an exceptional scientific investigator who possesses the unique talents necessary to conduct valuable [name of research or a field] research.

I have worked with a lots of talented doctoral and postdoctoral researchers during my career at [name of the University, agency or a company]. I am an expert with respect to the research that is being pursued at my group and it can take even a very talented individual more than a year to fully familiarize himself/herself with technically demanding research efforts. What has impressed me the most about XXX is that, in addition to his/her exceptional experimental capabilities, he/she has an extremely strong background in [provide the background, e.g. chemistry, physics, biophysics,...], which allow him/her to accomplish research objectives that are, quite simply, beyond the reach of the vast majority of scientists with whom I have worked. Furthermore, for Dr. XXX it took only a couple of months to master highly demanding tasks and answer most of the challenging research questions. Furthermore, based on the personal communication and extensive list of publications and conference presentations, evidently that Dr. XXX was a fantastic and extraordinary graduate student and postdoctoral researcher who contributed important results to the field of [name of the field]. His/her previous and present research position at [name of an agency] has enabled him/her to continue making these vital contributions to [name of the field or an area], and he/she clearly merits your recognition as someone of extraordinary abilities, whose past and present work has been ground breaking and whose future potential is even higher. Dr. XXX continues to learn new techniques and master additional areas of [name of the field], as well as he/she continues to do a great job publishing his/her outstanding research findings in high impact factor international peer reviewed journals.

It is important to emphasize that previous to XXX working on the project dealing with [provide details of this research relevant to the petition], we hadn't made a great deal of progress. However, since the time XXX joined the effort, we progressed quickly and effectively. Within couple of months, XXX was the resident expert in this area and he/she literally invented a new approach to accurately evaluate the effect of [provide more details here]. Also, Dr. XXX has joined the effort to develop a new system to [add more details here on the applicability of research]. He/she already invented a

[details here on the novelty of the product, method, approach]. This is truly groundbreaking and [name of an agency] has expressed interest in patenting XXX novel technique.

Currently he/she works on the [provide details of the current research relevant to petition]. Dr. XXX already developed several [more details on developed methods, approaches, protocols]. These methods are cost and technologically effective as well as environmentally safe, which is an advantage in [name of the field] field. He/she developed an accurate novel approach [provide details here if relevant]. Due to his/her significant findings, we currently collaborate with [names of universities, agencies, companies with names of people] applying Dr. XXX [methods, approaches, protocols].

Therefore, numerous projects on which XXX has been working during this time is known as [name the projects]. The particular goal is to develop [provide the main goals of your research relevant to this petition]. This is an enormous challenge but I am strongly convinced that with Dr. XXX extraordinary abilities, challenges and current drawbacks can be overcome. XXX became the expert in [provide details of equipment, analyses,...] literally within couple of months of arriving, which has been an immense value in pushing forward projects of considerable importance to [agency] and the nation.

Dr. XXX contributions to the [name of the field] are extremely important and have wide impact for the [more narrow and specific field] field on national and global scale. At present, [name of the field] are the number one priority of [agency] and is a matter of national security. It is in America's best interest to ensure an outstanding [name of the field] researcher like Dr. XXX stay in the United States and continue his/her research.

In summary, Dr. XXX abilities are unique to his/her combined knowledge in [list the names of the relevant fields]. I find that he/she is exceptional in [list details, e.g. applied mathematics and quantum chemistry calculations], and this, with his/her expertise in [add the name of the field], directly fits to National Priorities. Due to this unique combination, he/she is best suited for employment in leading institutions or companies where his/her talents will have a maximum impact. In addition, Dr. XXX extraordinary

accomplishments have set him/her apart from other peers with similar background or years of experience. Not only he/she has a broad knowledge in aforementioned fields, but possesses friendly cooperative attitude, exhibits the highest level of integrity and honesty. This combination of technical expertise and amiable personality makes Dr. XXX an outstanding researcher who is very much in demand in the United States.

If you need any additional information, please do not hesitate to contact me.

Yours sincerely,

Dr. XXX

[Address]

Useful phrases to use in Letters of Recommendation

1. I strongly support the National Interest Waiver application for [name]. Dr. XXX is an extraordinary young scientist who is making significant contributions to [name of the field and 1 sentence of importance of the field or area of research].
2. Dr. XXX constructed....discovered... The most important discovery made by Dr. XXX...Dr. XXX concentrating on finding....The importance of Dr. XXX research to National Interest is....
3. It is with great pleasure that I write this letter to express my strongest support of Dr. XXX application for permanent residency in the United States under the National Interest Waiver program.
4. Dr. XXX has played a critical role in.....Dr. XXX exhibits extraordinary abilities as evidenced by....
5.important finding.....important contribution...outstanding research abilities...excellent track record
6. Dr. XXX unusual qualifications and impressive publication record...
7. This is another testimony of Dr. XXX extraordinary qualifications.
8. In summary, Dr. XXX numerous substantial contributions have made him/her one of the top research scientists in his/her field.
9. Dr. XXX conducted an independent research in [name of the research]...
10.outstanding scientific investigator
1. I heartily support the National Interest Waiver application for Dr. XXX.
2. ...remarkable accomplishments based on my daily interactions with Dr. XXX...
3. Dr. XXX is instrumental in designing, performing and analyzing experiments.
4. In recognition of his/her outstanding performance, he/she was promoted to the rank of [title]...
5. Dr. XXX talent has extended to another important area [name of the area]...
6. ...demonstrated this young researcher has risen to the top in the field of [name of research] research...

7. ... who could provide the U.S. public with enormous benefits, especially to improve [area]
8. His/her educational background, professional experience, academic contribution, and publication records are clear evidences to support the claim...
9. U.S. would lose a very valuable intellectual resource if this application was not granted.
0. ... an outstanding scientist and his/her unique and valuable expertise in [name of the field]
1. Dr. XXX is one of the most outstanding scientists I have ever met during my over XX-year experience.
2. Dr. XXX can assimilate scientific data from the literature, apply it to the particular research problem at hand, design effective experiments to address important questions, assemble equipment necessary to conduct research, prepare the appropriate experimental model, perform experiments with diligence and precision, perform statistical analysis, and prepare publication-quality manuscripts as well as topnotch scientific presentations.
3. Dr. XXX has demonstrated extraordinary ability at each and every level of scientific research.
4. ... outstanding qualifications are continuing to be evidenced all the way through his/her career.
5. Dr. XXX has played an important role in [name of the area, research or a field in general].
6. The most remarkable and exciting discovery that Dr. XXX made was [give a short description]...
7. The petition is submitted on the basis of the very substantial impacts of Dr. XXX work to [name of the field relevant to National Interest]...
8. ... has a strong educational background in...
9. Dr. XXX is currently engaged in [name of the area or research project]...
0. Dr. XXX role on this critical part is to [give a short description]...
1. Dr. XXX skills are extremely rare and precious commodity...
2. ... who possesses the unique talents necessary to conduct valuable [name] research.
3. ...has shown a good track record and a commitment to the field of [name].

4. Dr. XXX was precious and a very unique asset at our University.
5. Dr. XXX significant contribution to the scientific community has been recognized internationally.
6. He/she has risen to the top of his/her field of endeavor.
7. ... has a very impressive publication record.
8. I give him/her the strongest possible positive recommendation for a visa.
9. ... I believe it is in the best interest of this country to grant this waiver to Dr. XXX...
0. Dr. XXX productivity in the research laboratory is evidenced by both the quality and quantity of research publications which he/she has co-authored.
1. ... demonstrate Dr. XXX considerable research potential...
2. Dr. XXX is one of the few worldwide experts in [name of the field]...

Sample Resume

Dr. XXX

Cell: XXX-XXX-XXX

Address

XXX@XXXXX.com

JOB TITLE

Influential principal [name of the field] resolving critical operations issues. **Respected technology leader** offering proven ability to create and capitalize on enterprise-level technologies to produce significant monetary savings. **[Name of the field] expert** with proven adaptability and innovation in program leadership, execution intelligence and provision of environmental solutions to industry, academia and government.

TECHNOLOGY LEADERSHIP RESULTS INCLUDE

- **Trusted member of [name of the team or a field, area, group, department]** influencing focus on core business competencies, with feasibility analysis for proposed technology alternatives.
- **Scientific Leader** for strategic role on numerous [main title of projects or an area of expertise] projects saving > \$\$ over [years].
- Profitable direction and focused development for [name of the area or simply state engineering, scientific, research, technical, business,...] solutions **leading to worldwide patents and licenses [remember, you will have to provide evidence for that].**
- **Spearheaded funding acquisition** for national and international projects related to [area or a field].
- **New technology development leveraged to reduce [name of the area, business,...] costs and ramp up the use of [add additional information here]**

Leadership Competencies

[Your main area of expertise] – \$\$\$+ dollar budgets – Quality Control –

[additional area of expertise] – Financial oversight – Client Relations – Global Operations – Technology Development and Utilization – Product Development

PROFESSIONAL HISTORY

Name of the company or University, Place, [Year - present]

Internationally recognized [University, Company, Agency]. ~[number] full time employees.

JOB TITLE

Recruited as [name of the position or a job title] tasked with strengthening [details of your position] and business development and solidifying company position as a preferred [area of expertise or a field] provider.

- . Capitalizes on [name of your background] background to lead project planning for various national and international collaborations between government, academia and industry.
- !. Guides/mentors project teams in on-time delivery.
- }. Responsible for project management for [area of expertise or a field] throughout the U.S. and worldwide.

Name of the company or University, Place, [Year]

Nationally recognized [University, Company, Agency]. ~[number] full time employees.

JOB TITLE

Recruited as strategic technology leader tasked with strengthening [field or area of expertise]

1. Capitalized on [name of the field of expertise or a background] background to lead project planning for various collaborations between government, academia and industry. Oversaw [\$\$\$] projects and administered teams of [number] consultants and scientists. Performed [title or name of tasks] on time and with limited resources. Developed innovative solutions for [add the title or a field]. Guided/mentored project teams in on-time delivery.

2. Spearheaded completion of [add general title of projects or tasks] critical to projects success to [name of the company].
3. Enhanced industry presence disseminating results in national and international conferences and seminars through invited keynote speeches and regular presentations as well as publishing scientific findings in peer-reviewed internationally acclaimed journals. Directed team of [number] and worked closely with [name of other groups] as advisor on technical design solutions.
4. Instrumental in addressing cultural challenges at the company as project manager.

University of [name], Country, [year]

[Details on the ranking (2014 QS World University Rankings)]

TITLE

Earned promotion to establish [name of the group or any other relevant information].

1. As a leader of the group, drove revenue generation with solutions that attracted significant investment from [name of industrial partners, foundations].
2. Built scientific team of [number] junior and senior scientists focused on the development of [name of the area, field,...].
3. Awarded a [name of the award, prize, travel or faculty exchange grant] to develop [short description her and the name of the place: University, company, agency] and to mentor undergraduate and graduate students.
4. Attracted > [\$\$\$] from industry and regional development funds, coordinated multidisciplinary experts to review and apply [more details on projects here].

EDUCATION

Ph.D. IN TITLE, [Year], University of, Country
[Thesis title]

M.Sc. IN IN TITLE, [Year], University of, Country
[*Thesis title*]

B.Sc. IN IN TITLE, [Year], University of, Country
[*Thesis title*]

PROFESSIONAL AND CIVIC AFFILIATIONS

International Adviser – [name of the program]

Scientific/Technical Expert – [name of the program]

AWARDS AND HONORS

Name of the award– [granting program or agency]

List of Exhibits

Tip: Start from preparing the list with Exhibits listed. As a rule of thumb, there are more than 30 Exhibits for each petition, thus not to be completely lost, start assembling the list first and then complete all the required documentation.

Tip: Start asking for reference letters as early as possible.

Exhibit 1. Resume

Exhibit 2. I-140 form

Exhibit 3. I-845 form

Exhibit 4. Birth Certificate

.....

Exhibit last.

PART III: Checklists

Form I-140 Checklist

- . Form I-140
 - Filing fee, \$580.00 Bank money order made payable to USCIS, <http://www.uscis.gov/i-1402>.
- .. Petition cover letter
- .. Lawful documents of petitioner for I-140:
 - Copies of all I-20's (F-1 visa) and DS-2019's (J-1 visa) and transcripts
 - Copies of Employment Authorization Documents
 - Photocopies of passport (stamps, pages with photos, don't include empty pages)
 - Current visa
 - Copy of I-94
 - Copies of all IAP-66 forms
 - Copy of J1 waiver approval notice or Advisory Opinion
 - H1B approval notices
 - Social security card
 - Copies of birth certificates or extract of household registration.
 - No criminal conviction certificates
 - Copy of marriage certificate
- l. Background and current information:
 - Profile of the Employer
 - Employment offer letter with salary
 - Curriculum Vitae
 - Certified copies of B.S., M.S., and M.D./PhD diplomas and degree equivalent evaluation
 - Copies of paychecks for the last two months
 - W-2 tax return forms
- .. Five (5) to seven (7) recommendation letters from the experts in your field and their Resumes.
- .. Other credentials and awards:
 - Patents
 - Awards and prizes:

Description and importance of the organization granting the award.

Significance of the award.

Criteria for the award.

Memberships in professional associations in the field, which require outstanding achievements of their members:

Description of association.

Eligibility requirements.

Copies of published materials:

List of publications in the forms of journal articles, books, book chapters, reports, conference proceedings (with citations and if possible, with impact factors of the journals).

Professional and mass media written about you and your work (add title, date and author).

Reference to your published work with evaluation (could be from the journal).

- 7. Information on your participation, either individually or on a panel, as a judge of the work of others in the field (thesis committee, conference chair, journals, exhibition):

Criteria for selection as a reviewer.

Invitation letters from the Editors.

Manuscripts reviewed with comments to the authors.

Copy of the authored book chapters.

Copy of the Journal Citation Report.

Copies of your published papers.

Copies of your papers and abstracts presented at professional conferences.

Copies of meeting invitation for oral presentations (also as keynote speaker).

Comments on your published works from professional critics/journal referees or public media.

Copies of any other comparable evidences that demonstrate your accomplishments and high standing in the field (certificates, professional license.).

Form I-485 Checklist

- . Form I-485
 - Filing fee \$1070.00 Bank money order (includes \$80 biometrics fee)
<http://www.uscis.gov/i-485>.
- . Medical Examination Form
- . Two standard color passport photographs (write a name with a pencil on the back of each photograph).
- . Copy of Birth Certificate (Extract of Household Registration) in original language and certified translation.
- . Copy of Marriage Certificate in original language and certified translation.
- . Copy of I-94.
- . Copy of passport (all non-blank pages).
- . Copy of J-1 Waiver or Advisory Opinion.
- . Employer supporting letter stating you are employed full time with annual salary or that you will be employed with certain annual salary.
- 0. Copy of your most recent pay stub.
- 1. Notarized I-134 Affidavit of Support and Bank Statements (may not be required).
 - 2. May include excerpt from the bank stating financial situation.
 - 3. Approximate value of personal property (cars, TV, computer, jewels).
 - 4. Approximate value of stocks and bonds (if applicable).
 - 5. Life insurance (if applicable).
 - 6. Mortgages (if applicable).
 - 7. Name of the person and the date for whom you previously submitted I-134 (if applicable).
- 8. Copy of all of your W-2 tax return forms and your spouse's W-2 forms.
- 9. Copy of all I-20's, DS-2019's, diplomas, and all transcripts received from the U.S. universities.
- 0. Copy of all documents received from USCIS.
- 1. Copy of all Employment Authorization Cards (Work Permit) received from USCIS (both front and back).
- 2. Copy of all recommendation letters (without CV's), awards, and membership certificates submitted to USCIS for I-140.

3. If you have ever, in or outside the U.S., been arrested, cited, charged, fined or imprisoned for breaking or violating any law or ordinance (excluding traffic violations), prepare one certified and one copy of all court records including but not limited to the Criminal complaint and the Final order issued by the Court.

Other useful information

8 C.F.R. § 204.5(k)(1)-(2) – Aliens who are members of the professions holding advanced degrees...

(k) Aliens who are members of the professions holding advanced degrees or aliens of exceptional ability.

(1) Any United States employer may file a petition on Form I-140 for classification of an alien under section 203(b)(2) of the Act as an alien who is a member of the professions holding an advanced degree or an alien of exceptional ability in the sciences, arts, or business. If an alien is claiming exceptional ability in the sciences, arts, or business and is seeking an exemption from the requirement of a job offer in the United States pursuant to section 203(b)(2)(B) of the Act, then the alien, or anyone in the alien's behalf, may be the petitioner.

(2) Definitions. As used in this section: Advanced degree means any United States academic or professional degree or a foreign equivalent degree above that of baccalaureate. A United States baccalaureate degree or a foreign equivalent degree followed by at least five years of progressive experience in the specialty shall be considered the equivalent of a master's degree. If a doctoral degree is customarily required by the specialty, the alien must have a United States doctorate or a foreign equivalent degree.

[http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?
c=ecfr&sid=b20e1cd9b97fd59c382c73047784a6d1&rgn=div5&view=text&no](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=b20e1cd9b97fd59c382c73047784a6d1&rgn=div5&view=text&no)

Journal Ranking

[http://www.journal-ranking.com/ranking/listCommonRanking.html?
journalListId=306&cit](http://www.journal-ranking.com/ranking/listCommonRanking.html?journalListId=306&cit)