

REQUIRED DOCUMENTS FOR EB-2 (SCHEDULE A) CASES

To prepare the draft of your employer support letter and forms for this petition, we will require the following documentation:

- Copy of most recent I-94 card/record

Note that travelers entering the United States through certain air or seaports may not be issued a paper Form I-94 Arrival/Departure Record. The Form I-94 serves as evidence that a nonimmigrant has been lawfully admitted to the United States. Nonimmigrants who do not receive a paper Form I-94 card at the port of entry are advised to print a copy of their Form I-94 record from the US Customs and Border Protection (CBP) website (<https://i94.cbp.dhs.gov/i94>).

- A complete, updated curriculum vitae and publications list.
- A detailed description of your current job duties and responsibilities. The description should include information on your work and its significance to your employer and to the field. Please make sure to spell out all abbreviations and use non-technical “lay” terms so that it is easy for someone who does not work in your field to understand exactly what it is that you do.
- Information on your membership in any international professional associations or societies which require outstanding achievements of their members or have similarly restrictive criteria. Specifically, provide documentation on different levels of membership, if any, your rank compared to other members, and the requirements of membership for each level, (e.g., is nomination required for fellow grade membership?). Include evidence that lists the total number of current members, and the status held by the association in the international community. If this information is not available from the association’s bylaws, website, or application materials, please arrange for a letter from the association specifically addressing these criteria. Note that unless we can establish restrictive criteria for membership, we are unlikely to prevail in establishing that the association membership requires outstanding achievements. Please do not include evidence of membership in organizations which simply require payment of a fee to join the organization, rather only provide us with evidence of membership in organizations which require outstanding achievements and/or have restrictive criteria for membership.
- A complete copy of at least 1-3 of your most significant articles, as well as copies of the first page of a sampling of about 5-10 more of your published articles, as evidence of your authorship of scholarly articles in the field in international professional journals or professional journals with international circulation. We suggest using some of your more recent publications and/or those publications most closely related to the work you are doing with your employer. Also provide evidence to establish the significance of the journals that have published your scholarly articles. Again, this information should include the publication’s peer review process, geographic scope, frequency, and volume of publication. Often, all of this information is not available on the publishers’ websites and must be supplemented by letters from the publishers, and excerpts from references such as Ulrich’s Periodical Review. Please also provide printouts of the journals’ “impact factor” rating.
- A citations list and copies of published material in professional publications, about you or your work. Also provide evidence to establish the significance of the published material submitted about your work, and how it demonstrates international recognition of your exceptional ability, compared to others in the field. To establish the importance and influence of the journals citing to your work, please provide information on the publication’s peer-review process and criteria, as well as its geographic scope (regional, national, or international), frequency, and volume of publication (e.g., a journal may be internationally circulated, with approximately 10,000 copies published twice a month). Often, all this information is not available on the publishers’ websites and must be supplemented by letters from the publishers, and excerpts from references such as Ulrich’s Periodical Review. In addition, please provide printouts stating the journals’ “impact factor” rating. Please note that strong published material actually reviews your work in the field, rather than simply citing to an article written by you, e.g., as one of many listed in endnotes. Finally, please advise us whether these citations represent actual reviews of your work, further research stemming from your work, or simple acknowledgement of your work.
- A list and copies of presentations and any associated abstract publications, copies of conference brochures or programs which have the name and title of your presentation, and evidence of the peer review process and criteria for selection for presentation.
- Documentation regarding any patents or patent applications which you may hold. If you or your current or former employers have any patent applications pending which are based in large part due to your research, provide us with a letter from the employer’s patent counsel confirming filing of the patent application and your significant contribution to the original research findings. If you have multiple patents (or applications) provide only need a sampling of the most significant patents (applications) which are most closely related to your current field. Please also provide a summary of the significance of each patent and how it qualifies as an original contribution to the field. Information on your contribution to trade secrets or other intellectual property is also helpful.
- Invitations, thank you letters, or other communications relating to your participation as a reviewer of the work of your peers, (e.g. for journals, conferences, or major institutions), and evidence to establish the significance of the work judged by you. In addition, please provide documentation

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of the criteria for selection as a peer reviewer (e.g., referral, invitation only). Often, this information is not provided on an organization's website, bylaws, or other standard materials, in which case please provide detailed letters from the journal or organization which requested your peer review services, describing the qualifications they require to serve as a judge of the work of others. Also provide evidence to establish the significance of the work judged by you.

- Information regarding any internationally recognized awards for excellence that you may have received in recognition for your work in your field. Please include evidence that describes the origin, purpose, significance, and geographic scope of each award, proof that you won the award, as well as the criteria used to nominate and judge the participants and award winners. If this information is not available from the awarding institution's website or application materials, please arrange for a letter from the institution addressing these criteria. Awards that are limited to an academic institution or employer may not qualify. Also, awards should be given in recognition of past accomplishments, not future potential, to qualify as an award given in recognition of your work.
- Letters of reference from others in your field detailing your original scientific or scholarly contributions of major significance. Please select your references carefully: letters should be from recognized independent experts addressing how your significant original work has resulted in your international recognition as exceptional in the field. Note that multiple support letters from representatives of the same institution or letters representing only your previous academic and professional supervisors have less value, and that it is best to obtain letters representing industry, academia, the government, and institutions abroad to evidence broad and international recognition of your exceptional ability. Letters should be testimonials of your individual accomplishments in your field, rather than simple reference letters that state you are talented and well-regarded by your colleagues. As we will work with your employer to draft a comprehensive employer support letter, additional support letters from your current supervisor or co-workers are unlikely to be included in your petition. Please forward your references the attached description of the outstanding researcher immigrant visa petition category and sample support letter. Please keep in mind that this sample support letter should be used only as a very general guideline, as referees should feel free to describe your work in their own terms to avoid having all your support letters sound identical (and less persuasive). Generally, four to six strong support letters are sufficient. Please ensure that the authors of the reference letters include copies of their resumes or curriculum vitae.
- Employment verification letter(s) from past and/or current employers to prove that you have the minimum one year of experience requiring exceptional ability. The letters should confirm your dates of employment and indicate in detail the work that you performed. They should be typed on the employer's letterhead and be signed by your former employer/professor, who should also indicate his/her title.
- If you have any other documentation in your possession which you believe should be submitted, please forward copies to us. In other words, if there are any particular articles about your work, letters about you or letters of reference, etc., please forward those along to us. In this type of case, there is no such thing as submitting "too much" evidence.
- Copies of all U.S. driver's licenses for you and dependent family members.

Please do not send us your supporting documentation until you have gathered most of your support letters. Upon receipt of the above information and documentation, including most of your support letters, it will take us several weeks to review the information and draft the detailed employer letter in support of its petition on your behalf. The draft employer support letter will be sent to you and to your employer to review and make any additions and changes before the final letter and forms are prepared for signature.