

# Outstanding Professor / Researcher Checklist

*(Please include the items noted below with your application)*

- \_\_\_ 1. Outstanding Professor / Researcher Data Sheet
- \_\_\_ 2. Evidence of **three years of experience** teaching or doing research  
*Such evidence may include letters from former employers indicating the title of the position, a description of the duties and the dates of employment.*
  - Teaching: The individual must have had sole responsibility for the courses taught (planning, lecturing, grading, etc.).
  - Research: The individual must have the required earned degrees and the research must have been recognized as outstanding.
- \_\_\_ 3. Letter verifying employment and offer of permanent employment
  - A copy of the original offer letter **indicating a tenure-track position**  
*Teaching positions that may be "permanent," but are not tenure-track (Instructor, Lecturer, Visiting Assistant Professor, Clinical Associate Professor) would not qualify.*

**OR**

  - A letter indicating a research position that **has an indefinite duration**, certainty of funding and a good expectation of continuing employment.
- \_\_\_ 4. Evidence of **five of the following six criteria**:  
*While only two of the standards are required, an individual who meets only two is unlikely to be considered by the USCIS as eligible for the Outstanding Professor / Researcher category.*
  - \_\_\_ a. **National or international awards for outstanding achievement in the academic field**
    - Copies of award certificates or letters indicating receipt of the award

**AND**

    - Information about the criteria for receiving the award  
*Receipt of a competitive fellowship can also be documented.*
  - \_\_\_ b. **Membership in associations that require outstanding achievement as a criteria for membership**
    - Copies of membership certificates, cards or letters

**AND**

    - Information about the criteria for membership
  - \_\_\_ c. **Authorship of scholarly books or articles and presentations at international conference:**
    - Copies of **title pages** of papers (showing authorship) published or accepted for publication in **international or peer-reviewed journals**

**OR**

- Proceedings of international or peer-reviewed conferences **AND** information about the conferences indicating that they are international and/or peer-reviewed

\_\_\_ d. **Published material about the individual's work**

- Copies of articles **written by others** that analyze or discuss the individual's work and/or accomplishments
- Formal published reviews of the individual's work
- Copies of papers written by others citing and evaluating the individual's work

\_\_\_ e. **Service as the judge of the work of others**

- Copies of letters from editors of journals or grant funding agencies requesting that the individual review a proposal or paper submitted for publication
- Copies of journal pages or pages of a conference program or proceedings that list reviewers
- Evidence of board membership in a professional association
- Evidence that the individual served on the dissertation committee of a Ph.D. candidate

\_\_\_ f. **Original contributions to the field:**

- Copies of patents or documents acknowledging progress toward a patent
- Photographs of art exhibits
- Testimony from other scholars about the individual's contributions to the field

*N.B. The USCIS has indicated that letters of support from persons outside the individual's institution who know his/her work carry more weight than those from parties whose self-interest would be served by the approval of the petition (e.g. faculty members in the department at the institution where the individual will work, personal friends of the individual)*

\_\_\_ 5. Letter of support from the department chairperson and/or project director

\_\_\_ 6. Letters of support from independent experts

\_\_\_ 7. Copy of the individual's Curriculum Vitae or resume

\_\_\_ 8. Copies of the individual's diplomas, degrees, certificates, etc. **Any document that is not in English should be accompanied by an English translation and certification.**

\_\_\_ 9. Copies of the individual's immigration documents (biographic page of passport, U.S. visa, I-94 card, I-797 approval notice)

\_\_\_ 10. **Filing Fee:** Check or Money Order for **\$475** payable to the "**U.S. Citizenship & Immigration Services**"

**If you have any questions, please contact:**

**Immigration Services  
201 Talbert Hall (North Campus)  
(716) 645-2355**

*8/07*

