**Part 4 Processing Information.** If individual will apply for an immigrant visa at a US consulate outside the US, check the first box and complete all information.

If the individual is in the US and will apply for adjustment of status, check the second box.

Complete all information regarding residence and address.

NOTE: If the person’s native alphabet is not Roman letters, have the person complete the name and foreign address in the native alphabet.

If the individual (and family members) are filing form I-485 concurrently with this I-140, check "yes" and all other forms that apply as listed on the 9/03 version in the packet. If not, check "no."

If the individual has filed for or been a beneficiary of a previous permanent resident petition, check "yes" and attach explanation. If not, check "no."

**Part 6, Official university title (if I-140 is based on Labor Certification, title must be same as on ETA-750).**

Leave SOC code blank; IFSS will complete.

List primary job duties in general terms.

The position must be permanent and full time (check boxes). If not, contact IFSS. Check new position only if newly created.

Annual salary. Cross out week and put year. If based on Labor Certification, must be same as or higher than salary on ETA-750.