**Instructions for completing the relevant sections of the I-140**

The I-140 is used for many immigrant (or permanent residency) petitions. The University files the I-140 for Outstanding Professor and Researcher petitions and for members of a professions holding an advanced degree petition based on an approved Labor Certification. If you have any questions about the form, please call IFSS at 265-2257.

**Part 1: Information about the person or organization filing this petition.**
Leave as pre-populated. Do NOT add your employee’s name or social security number. Please do not add or subtract information from Part 1.

**Part 2: Petition Type**
- Select either (1.b.) Outstanding Professor or Researcher petitions or (1.d.) A member of the professions holding an advanced degree or an alien of exceptional ability (who is NOT seeking a National Interest Waiver) as appropriate.
- You would only select (1.d.) if we have an approved Labor Certification.
  - If you select (d), cross out “an alien of exceptional ability” with your pen after you have printed out the form.
- The University does not file any other type of petition using the Form I-140.

**Part 3: Information About the Person for Whom you are Filing**
- 1.a. Family Name (last name)
  - NOTE: Must match the passport
- 1.b. Given Name (first name)
  - NOTE: Must match the passport
- 1.c. Full Middle Name
  - NOTE: Must match the passport
- 2.a.-2.i. Address: Use their current mailing address (not their campus work address)
  - Cannot be a Post Office Box (PO Box)
  - Leave blank the fields that are not applicable such as 2.g. and 2.h.
- 3. Email address
- 4. Daytime telephone number
- 5. Date of birth (be sure it is in mm/dd/yyyy format)
- 6. City/Town/Village of Birth
- 7. State/Province of Birth: NOTE: There may not be a province of birth. If no province, leave blank.
- 8. Country of Birth
- 9. Country of Citizenship
- 10. Country of Nationality
- 11. A-Number (if any). At this point, none of our faculty have A numbers.
  - Do not list the number on the EAD card from when the faculty was on OPT.
- 12. Social Security Number (if any)
- 13. If in the United States, complete the following:
13. Date of Last Arrival (can be found on the I-94 card)
   - Make sure the date is in mm/dd/yyyy format.
   - The I-94 card must be printed off from www.cbp.gov/i94

14a. I-94 card number
14b. Passport number
14c. Travel document (for the majority of our employees, this will be left blank). If the employee believes they have a travel document, please talk to Jennifer.
14d. Country of Issuance for Passport or Travel Document
14e. Expiration date for Passport or Travel Document
15. Current Nonimmigrant Status
16. Date Status Expires
   a. Make sure the date is in mm/dd/yyyy format.
   b. The date is on the I-94 card if in H-1B status. Please contact IFSS if individual is in a status other than H-1B.

**Part 4: Processing information.**
Complete the following for the person named in Part 3:
1.a. Alien will apply for a visa abroad.
   o You must then list the city and country where the person will apply for the visa.
   o It is extremely rare that the individual will apply for a visa abroad. Consult with IFSS if you believe this is the case.

1.b. Alien is in the United States and will apply for adjustment of status to that of a lawful permanent resident.
   o You must then list the individual’s country of last permanent residence abroad.
   o In the vast majority of cases, this is the box that will be checked.

2.a. If you provided a United States address in Part 3, provide the person’s foreign address.
2.a. Street Number and Name
2.b. Apt, Ste
2.c. City or Town
2.d. Postal Code
2.e. Province
2.f. Country

If the person’s native alphabet is other than Roman letters, write the person’s foreign name and address in the native alphabet. For example, all Indian, Chinese, Japanese, German, Greek citizens must complete this section. There are many others whose native alphabet does not use Roman letters and they too must complete this section.

3.a. Family Name (last name)
3.b. Given Name (first name)
3.c. Full Middle Name
3.d. Street Number and Name
3.e. Apt, Ste
3.f. City or Town
3.g. Postal Code
3.h. Province
3.i. Country

4. Are other petition(s) or application(s) being filed with this Form I-140?
   a. If so, check the appropriate boxes.
      • It is not recommended that individuals concurrently file the I-140 and I-485 when
        the University is sponsoring an Outstanding Professor and Researcher case.
      • If the employee is concurrently filing (filing the I-140 and the I-485 at the same
        time), we recommend he also file the I-131 and I-765 too. The filing fee for the I-
        485 includes the filing fees for these two forms as well.

5. Is the person for whom you are filing in removal proceedings? Self explanatory.
6. Has any immigrant visa petition ever been filed by or on behalf of this person?
   • If an I-140 has been filed, then this box must be checked YES. If the individual has
     filed the I-140 on his own, please provide IFSS a copy of the receipt and/or approval
     notice.
7. Is the petition being filed without an original labor certification because the original labor
   certification was previously submitted in support of another Form I-140? Self explanatory.
8. If the petition is being filed with an original labor certification, are you requesting that USCIS
   request a duplicate labor certification from the Department of Labor?
   a. Please hand write “N/A” on the form after you have printed it out.

If YES was answered to Questions 4 through 7, provide IFSS with a copy of the I-797 receipt
and/or approval notice.

Part 5. Additional Information about the Petitioner (the University is the Petitioner)
1.a.-2.i. Leave as prepopulated.
   • IFSS will complete the Labor Certification DOL/ETA Case Number, Labor
     Certification DOL/ETA Filing Date and Labor Certification Expiration Date.
3.a.-3.b. Do not enter any information.

Part 6. Basic Information about the Proposed Employment
1. Job Title: Enter the official University title
   NOTE: This title must be the same as the title on the Labor Certification.
2. SOC Code: IFSS will enter the appropriate code.
3. Non Technical Job Description. Self Explanatory
4. Full time position: Must be YES
5. Not applicable. The University only files permanent residency petitions for full time
   positions.
6. Permanent position: Must be YES. The University only files permanent residency
   petitions for permanent positions.
7. Is this a new position?
• To answer this question, ask yourself was a new PVL created? Was a new position created specifically for this individual?

8. Wages: Must be equal to or greater than what is listed on the Labor Certification. Address where the person will work if different from address in Part 1. 
   NOTE: This address must be the same work address as on the Labor Certification if one was filed.

9.a. Work address Street Number and Name 
9.b. Apt, Ste 
9.c. City or Town 
9.d. State 
9.e. Zip Code

Part 7. Information on Spouse and All Children of the Person for Whom You Are Filing.

- List the name of the spouse and any children. It has been IFSS’s policy to list all children, even those that are US Citizens by birth.
- Be sure to list the date of birth in mm/dd/yyyy format.
- If the spouse is filing the I-485 now or in the future, check YES, applying for adjustment of status and NO applying for Visa Abroad.
- If the spouse is outside the US and applying for an immigrant visa abroad at a US Consulate, check NO, applying for adjustment of status and YES applying for a Visa Abroad.
- Follow these same instructions for any and all children. If the children are US Citizens, check NO, applying for adjustment of status and NO applying for Visa Abroad.

Part 8. Signature of Petitioner.
The Department Chair must sign part 8 in blue ink. The employee does NOT sign this form. Also fill in all other blanks relating to the signature of the Chair.

Part 9. Signature of Person Preparing Form, If Other Than Above.
If you want to sign this form as the preparer, you can. Alternatively, this section can be left blank.