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. Please do not add or subtract information from Part 1.

Part 2: Petition Type
- Select either (b) Outstanding Professor or Researcher petitions or (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 (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
- Family Name (last name)
  - NOTE: Must match the passport
- Given Name (first name)
  - NOTE: Must match the passport
- Full Middle Name
  - NOTE: Must match the passport
- Address: Use their current mailing address
  - NOTE: Cannot be a Post Office Box (PO Box)
- Daytime telephone number
- Date of birth (be sure it is in mm/dd/yyyy format)
- City/Town/Village of Birth
- State/Province of Birth: NOTE: There may not be a province of birth.
- Country of Birth
- Country of Nationality/Citizenship
- A-Number (if any)
- Social Security Number (if any)

If in the United States, complete the following:
  a. Date of Last Arrival (can be found on the I-94 card)
    - NOTE: Make sure the date is in mm/dd/yyyy format.
  b. I-94 number
  c. Current Nonimmigrant Status
  d. Date Status Expires
Part 4: Processing information.

1. Complete the following for the person named in Part 3:
   - If the individual is outside the US and will apply for a visa abroad, check the first box.
     o You must then list the city and country where the person will apply for the visa.
   - If the individual is in the US and will be filing the I-485, Adjustment of Status application while inside the US, check the second box
     o You must then list the individual’s country of last permanent residence abroad.

2. If you provided a US address in Part 3, print the person’s foreign address.

3. If the person’s native alphabet is other than Roman letters, the employee must write their address in their native alphabet.

4. Are other petition(s) or application(s) being filed with this Form I-140?
   - 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 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, then 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. Leave as prepopulated.

2. 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. Do not enter any information.

Part 6. Basic Information about the Proposed Employment

1. Job Title: Enter the official University title
   a. 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. Work Address: Enter the street address where the person will work.

5. Full time position: Must be YES

6. Not applicable under University policy. The University only files permanent residency petitions for full time positions.
7. Permanent position: Must be YES. The University only files permanent residency petitions for permanent positions.

8. 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?

9. Wages: Must be equal to or greater than what is listed on the Labor Certification.

**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.**
   The Department Chair must sign part 8 in blue ink. The employee does NOT sign this form.

**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.