OUTSTANDING PROFESSOR/RESEARCHER

Instructions for Chair’s Cover Letter

The Chair’s cover letter should pull together and summarize all of the evidence presented in the petition and highlight the most important evidence.

In the first paragraph, the Chair should briefly introduce him/herself, and state that the petition for (name the beneficiary) is being submitted under the “Outstanding Professor/Researcher” category.

The next section should describe the highlights of the beneficiary’s significant contributions to the field in layman’s terms and should include:

1. why the research is unique
2. what unique skills the beneficiary has
3. the ramifications to the field currently and in the future
4. the impact it has/will have on humanity
5. any other information that will show the beneficiary is of international renown and whose work is having and will continue to have a significant impact.

Next, summarize the evidence presented to support each category of evidence (awards, publications etc.) and explain its significance to the field. For example, if the beneficiary has published in the most important publications in the field, this should be explained.

Finally, briefly introduce the writer of each support letter and pull one or two highlights from the letter which support one or more of the six criteria.

The Chair’s letter does not need to be long. The purpose is to summarize the documentation in a manner that is understandable to someone who is not familiar with the field and make it clear to the Immigration examiner that the beneficiary truly is of international renown and is making contributions to the field that set the person apart from others in the field.

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