

CASE MANAGER'S GUIDE: FORM I-140 PREPARATION

As a GreenPath Immigration LLC Case Manager, you are responsible for assisting clients in the accurate and timely preparation of Form I-140, Immigrant Petition for Alien Workers. Case Managers must ensure all required information is correctly filled out and supported by relevant documents. This guide provides step-by-step instructions on how to complete and review the I-140 petition to meet USCIS requirements.

Key Sections of Form I-140

Part 1: Information the Person or Organization Filing This Petition

- 1.a-1.c:** Enter the full legal name of the Client exactly as it appears on their passport.
- 2:** If a company is filing, enter the company or organization name. Else leave this item blank.
- 3.a-3.i:** Provide the Client's mailing address.
- 4:** Leave this item blank unless applicable.
- 5:** Answer "No", unless applicable to the Client.
- 6:** Answer "No", unless applicable to the Client.
- 7:** Enter the U.S. Social Security Number (if applicable).
- 8:** Enter the USCIS Online Account Number (if applicable).

Part 2: Petition Type

- 1:** Check the correct category (e.g., EB1, NIW).
- 2.a:** Select if amending a previously filed petition and provide receipt number.

Part 3: Information About the Beneficiary

- 1.a-1.c:** Enter the Client's full legal name as in Part 1.
- 2.a-2.i:** Enter the Client's mailing address as in Part 1.
- 3-7:** Provide birth details (DOB, City, Country, Citizenship).
- 8-9:** Include Alien Registration Number and U.S. SSN (if applicable).
- 10:** Enter the date of your Client's most recent entry into the United States

Leave section 11 – 15 blank unless applicable to the Client.

- 11.a:** Enter Client I-94 Number. This should be an 11-digit number. If Client do not have the I-94 number, please go to the following website to retrieve the I-94 number - <https://i94.cbp.dhs.gov/I94/#/recent-search>
- 11.b:** Enter the Client's Admit Until Date shown on Form I-94.
- 11.c:** Enter the Client's Class of Admission shown on Form I-94.
- 12.** Enter the passport number of the passport that your Client used when you last entered the US.
- 13.** Enter your client's travel document number, if any.
- 14.** Enter the country which issued your client's passport
- 15.** Enter the expiration date for your client's passport

Part 4: Processing Information

- 1.a-1.c:** Select if the client will apply for an immigrant visa abroad, enter the consulate details.
- 2.a:** Select if the client will file for Adjustment of Status (I-485).
- 3:** Enter the foreign address of your client.
- 4:** Enter your client's name written in your client's native alphabet if their native alphabet is not written with the Roman/Latin alphabet.

For example, languages such German, Spanish, and English are written with the Roman/Latin alphabet. Languages such as Chinese, Russian, and Nepali are not written with the Roman/Latin alphabet. If India is your client's native country, you do not need to provide your client's name in their native language, as English is an official language of India.

- 5:** Enter your client's foreign address written in your client's native alphabet if their native alphabet is not written with the Roman/Latin alphabet.

6: If you are submitting other petitions for your client at the same time as the I-140, check "Yes" and then place an "X" next to the forms you are submitting. If you are not submitting petitions for your client other than the I-140 at this time, check "No" and go to question 7.

7: "Removal proceedings" refer to the process of deportation. If your client is not in the process of being deported, then you may answer "No".

8: Answer "No" unless an immigrant visa petition has previously been filed on your client's behalf, i.e. I-140, I-485, or I-130. If an immigrant visa petition has previously been filed on your client's behalf, please provide the case number, office location, date of decision, and disposition of the decision in Part 11.

9: Answer "No"

10: Answer "No"

Part 5: Additional Information About the Petitioner

1.a-1.c: Select employer, self-petitioner, or other.

2-10: If an employer is filing, provide business details.

11-12: Complete this section if your client is self-petitioning.

Part 6: Basic Information About the Proposed Employment

1: Enter your clients job title

2: Enter your clients SOC code.

You can search for the SOC Code for your client's job title using this link: <https://www.bls.gov>. If you cannot find an SOC Code that exactly matches the job title of your client, please find the one that is the closest.

Please note that the SOC Code that you provide for your client will be what the USCIS will use to determine whether or not they have continued to work in their field of expertise at the I-485 or Immigrant Visa processing stage.

3: Write a brief description of the duties performed by your client in their job

4: Indicate whether it is full-time; if "No," complete 5. If "Yes," go to 6.

5: Only answer if the job is not a full-time position (less than 35 hours per week). If it is not, then enter the number of hours per week worked.

6: Select "Yes" if the job has no fixed termination date. Otherwise, select "No."

7: Indicate if this is a new position (hired less than 6 months ago)

8: Enter your wage and specify if the wage is per hour, week, month, or year

9: Enter the address of your worksite location.

Part 7: Information About the Beneficiary's Family

Please include information about spouse and all children under the age of 21 of your clients not only children born outside of the US. If your client has no dependents, leave this part blank.

If the person listed will be filing an I-485 for adjustment of status, please answer "yes" to the question "Applying for Adjustment of Status?" and "no" to the question "Applying for a Visa Abroad?" If the person listed will apply at a U.S. Department of State consulate abroad for an immigrant visa to come to the United States and be admitted as a permanent resident, please answer "no" to the question "Applying for Adjustment of Status?" and "yes" to the question "Applying for a Visa Abroad?".

Part 8: Signature of Petitioner

Please complete items 1.a.-1.b. and 3.-5., then hand-sign and date in items 6.a.-6.b.

Part 9: Interpreter's information

Please only fill this section if you required an interpreter. Otherwise, please leave it blank.

Part 10: Additional Information:

Leave this blank.

Part 11: Additional Information:

Please leave this part blank unless you require additional space within the petition to fill out the information