

We at North America Law Group would like to thank you for considering Dr. Zhang's request to serve as a recommender for their I-140 immigration case. Although we will be submitting many other evidentiary materials, your recommendation letter, which will serve as a subjective advisory opinion, will play an important and irreplaceable role in the success of Dr. Zhang's case. Please note that we will provide the first draft of this letter, which you can then revise for accuracy and comfort level before signing. Additionally, if you are ultimately uncomfortable with the drafted letter, you will of course be under no obligation to sign it.

We realize that deciding whether or not to recommend a peer in the field for an immigration petition is not always easy, especially when one is unfamiliar with USCIS procedures and expectations. **To help with your decision, we outline the recommendation letter process, discuss our qualifications for drafting these letters, and address some frequently asked questions below.**

The Process

Overall, we will strive to make this process as quick and easy for you as possible while ensuring that your letter strengthens Dr. Zhang's case. The steps are as follows:

- 1) Once you and Dr. Zhang's other recommender(s) have agreed to sign letters, we will draft the necessary documents within 10-15 business days.
- 2) Dr. Zhang will email you the first draft of the letter along with a guide for revising the letter without harming their case.
- 3) You can either sign the letter as drafted or suggest revisions using track-changes. Then, please send the signed or revised letter to Dr. Zhang, who will send it to us for review. When signing the letter, please do so either by hand, by adding a verified digital signature (such as with Adobe Sign or DocuSign), or by photocopying/copying and pasting an image of your handwritten signature (ideally making sure that the paper color of the original document matches the recommendation letter to make the signed letter appear more seamless – this should help minimize the risk of the USCIS officer questioning the validity of the signature). Signing the letter in one of these ways should help ensure that your signature meets certain USCIS standards of acceptability. If possible, please also add your institutional letterhead to your signed letter, although this is not a requirement.
- 4) If you have suggested changes, we will carefully review your revisions within 1 to 3 business days to ensure no harmful language has been added or especially important language removed. Dr. Zhang will then send you the revised draft. We are happy to revise your letter to address your concerns.
- 5) If you wish to contact our firm directly, you may email us at attorneys@chenassociates.com. However, due to attorney-client confidentiality, after we receive your email, we have to request our clients to sign a waiver of confidentiality before we are able to communicate with you. As such, please expect a couple of days of delay before we can respond to your questions.
- 6) Once the recommendation letters have been signed, we will use them as subjective advisory opinions to support our arguments in Dr. Zhang's petition letter.

Our Firm

North America Immigration Law Group has successfully filed over 28,000 U.S. immigration cases for experts working in virtually every scientific field, including biochemistry, theoretical physics, neuroscience, materials science, and environmental engineering. **In 2021 alone, we received 4,979 I-140 approvals.**

With each USCIS decision, we have learned which approaches work and which do not, lessons that have contributed to our strategies. These include best practices for drafting recommendation letters, which remain an important piece of subjective evidence for such cases. While recommendation letters make up only a small part of the evidence we submit for a case, we have found that they must be drafted in a very particular way in order to ensure they are an asset rather than a liability. **This is why we strongly prefer to prepare the first drafts of these letters ourselves.**

Frequently Asked Questions

1. Why shouldn't I draft this letter myself?

These letters will serve a very specialized purpose; namely, we will use them to support Dr. Zhang's petition letter to help us emphasize the fact that they meet all necessary criteria for their case. Consequently, each line needs to be carefully drafted to ensure the letter supports our arguments in the petition letter. We also want to be sure that all necessary material is covered in the full letter set so that our arguments can be properly supported. Since there are many ways to inadvertently include harmful or unnecessary information in these letters, we have found it best that we prepare the first drafts and recommenders revise the letters for accuracy while keeping the most important components intact.

2. What exactly will be discussed in this letter?

Within a standard set of 2-4 recommendation letters, we will try to discuss the following topics in at least 1-2 letters: Dr. Zhang's academic and professional background; Dr. Zhang's publication record; and Dr. Zhang's peer review record, if applicable. Every letter will include discussion of at least one of Dr. Zhang's research projects. Most letters will also include brief discussion of how Dr. Zhang's work serves the interests of the United States or the greater field. If you have any reservations or preferences regarding any of this content, please let Dr. Zhang know and we will try to accommodate you.

3. How can I contact you if I have any questions about this process?

Please feel free to contact us at attorneys@chenassociates.com if you have any questions. Please note that Dr. Zhang will need to sign a waiver of confidentiality before we can address your questions.

4. What are the legal repercussions of submitting a recommendation letter for Dr. Zhang's case? Will I be contacted by the USCIS?

In our experience, submitting a letter on Dr. Zhang's behalf should not affect your life in any way. While possible, it is very unlikely the USCIS will contact you.

5. I have never worked with Dr. Zhang or met them in person. Why is my letter important?

Letters from both close associates of Dr. Zhang and independent researchers who Dr. Zhang has never met are invaluable in supporting their case. As an independent recommender, your advisory opinion is considered more objective and illustrative of the larger field's views of Dr. Zhang's accomplishments. This is why we always advise submitting at least 1-2 letters from fully independent recommenders.

6. How are you able to draft these letters when you are not experts in the field?

We specialize in discussing highly technical work in layperson's terms, which we have found to be the best approach when describing the importance of a client's work to USCIS adjudicators with limited background understanding of these fields. This said, if we do not get everything right in the first draft, we welcome your feedback.