

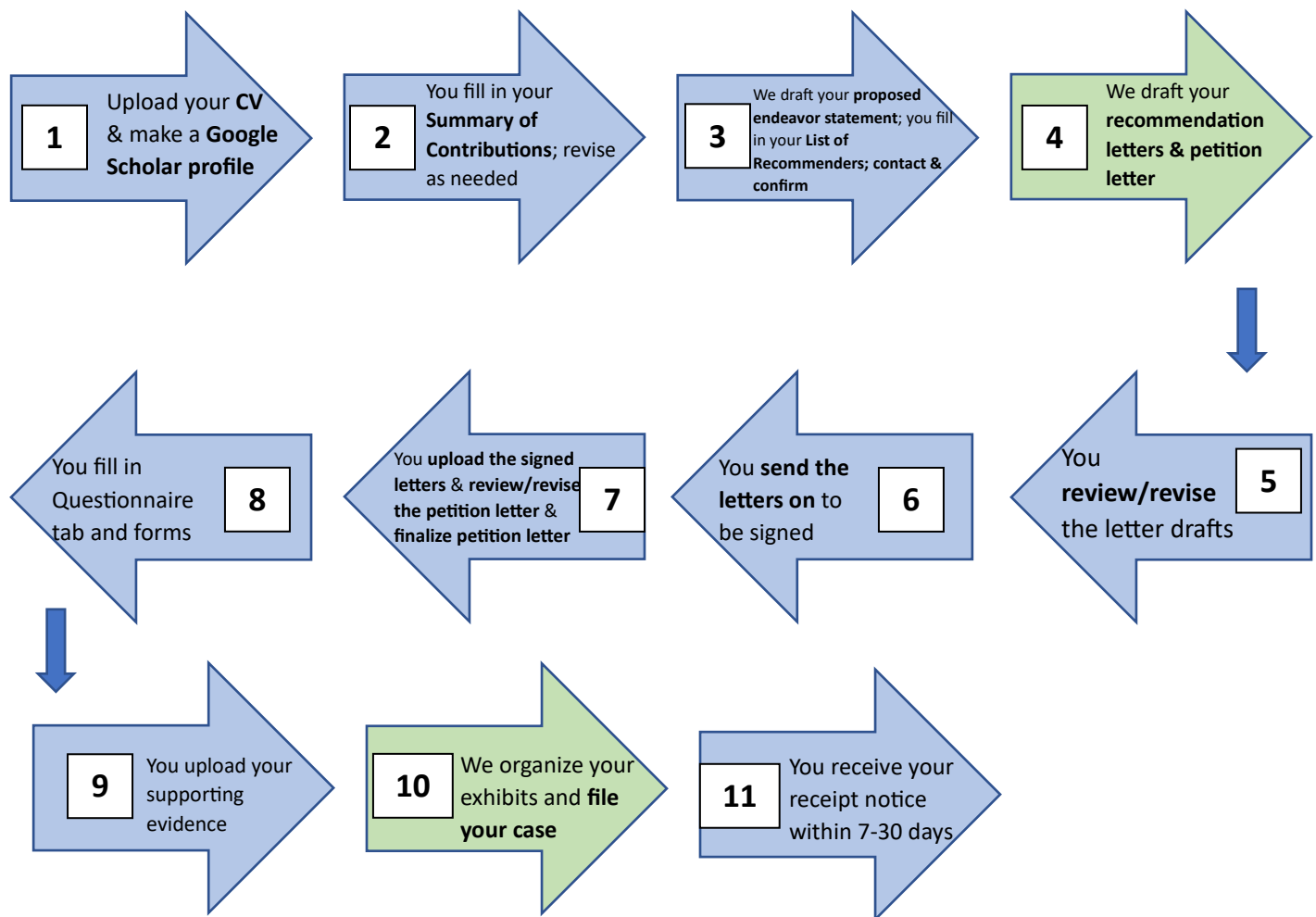


Chen Immigration & Attorneys - The Leader of High Quality Immigration Petition

- T: 888.666.0969 (Toll Free) E: law@wegreened.com -

STEPS FOR NIW CASE PREPARATION

Thank you for choosing North American Immigration Law Group. We are dedicated to providing you with a petition package that is tailored specifically to your case. We do not use template letters for drafting your materials, but rather prefer to gather all pertinent information regarding your case from the beginning in order to properly develop customized strategies for petition approval and a personalized approach for your petition filing. Therefore, we request that you take the time to read and fill out this packet carefully and completely to ensure that the rest of the process runs smoothly and in a timely fashion.



North America Immigration Law Group | <http://www.wegreened.com>

Tel: 888.666.0969 | Fax: 214.580.5532 | Ann Arbor, Houston, New York



Chen Immigration & Attorneys - The Leader of High Quality Immigration Petition

- T: 888.666.0969 (Toll Free) E: law@wegreened.com -

1. Upload your most up-to-date CV to the system. Also, if you have not done so already, please make a Google Scholar profile for a citation record and let us know the link to your profile. We find that this is the best form of citation record to submit to the USCIS. You can make your own at this link:
http://scholar.google.com/citations?view_op=new_profile&hl=en

Please make sure to leave a message in the “Messages” portion of the system whenever you upload a document, so that we are aware that you have uploaded new documents. Failing to leave a message in the appropriate section of the system may lead to delays in our response, as we will only be notified of your document if you leave a message in the “Messages” portion of the system.

2. Prepare your Summary of Contributions using the “SoC” tab in the system. **Appendix A** of your client packet also contains a Word document version of the template, but for ease and consistency of access, **we ask that you complete your Summary of Contributions directly in the “SoC” tab of the system.** We have provided a Summary of Contributions example in Appendix A of the client packet to assist you in this process, but every client’s Summary of Contributions will be unique. The example is provided to give you an idea as to how detailed you need to be and what type of information is helpful for each section.

The most important part of the Summary of Contributions is to include your 3-4 most significant contributions (each contribution should be an area of research and can comprise several papers, patents, etc.). For each contribution, please provide approximately 2-3 paragraphs of technical summary, approximately 2-3 paragraphs of plain language summary, 1+ paragraph explaining the significance of the contribution, and 1+ paragraph describing how the contribution is influential and has been implemented by others, providing specific examples.

When filling out the Summary of Contributions in the “SoC” tab, you can save your progress as you go. **Once you have completed the tab and are ready for us to review it and provide feedback, please use the “Messages” portion of the system to let us know.** Please note that it is very likely that we will ask you to revise the Summary of Contributions to provide additional clarity or more information to make your case stronger.



Chen Immigration & Attorneys - The Leader of High Quality Immigration Petition

- T: 888.666.0969 (Toll Free) E: law@wegreened.com -

3. Once we have confirmed your Summary of Contributions as finalized, **we will begin drafting a proposed endeavor statement to be used in your case.** We will provide this draft for your review within 1-3 business days, at which point we will ask you to review it, provide any additional information as needed, and then sign the finalized copy. **While we prepare this proposed endeavor statement, you should begin preparing your List of Recommenders.**

A Word document version of the List of Recommenders template is included in **Appendix B** of the client packet for your reference, but **we again ask that you provide your list by filling out the “Recommenders” tab in the system.** It is helpful for us to be able to select the best recommenders for your case from a slightly broader range of candidates. Therefore, we ask that you include ~2 dependent recommender options and ~4-5 independent recommender options on your list. In order for us to review your list of potential recommenders, we will need the following information for each recommender: Their name and current position and employer, a CV or link to their website/online profile, a description of how they know you/your work, and what contribution(s) from your Summary of Contributions they can talk about in their letter.

After we have selected the best recommenders for your case, please contact them to confirm that they are willing to sign a letter for you (please note that they do not need to write the letters themselves). To assist you, we have provided a sample email in the client packet in **Appendix C.**

4. Once the recommenders have agreed to sign a letter for you and you have confirmed this with us, we will begin drafting the recommendation letters and your petition letter. **We draft your full set of recommendation letters at one time** to make sure that your accomplishments are comprehensively discussed. Additionally, after all recommendation letters are drafted, we will review them carefully to make certain the letters are well differentiated. We will check the language, formats, and tones of the letters to ensure that each letter is unique in both format and content so as to clearly distinguish each recommender to the immigration officer.
5. We will provide the first drafts of the recommendation letters and petition letter within 15 business days. After we upload the letter drafts to the system, please review them. If you have any edits to suggest for these documents, please **use the “track changes” feature**



Chen Immigration & Attorneys - The Leader of High Quality Immigration Petition

- T: 888.666.0969 (Toll Free) E: law@wegreened.com -

of Microsoft Word to provide these edits and comments. We will then review the changes and update the letters accordingly, to the extent possible. We will provide the revised documents within 1-3 business days. Again, if possible, we prefer to revise all of the letters together to guarantee that all necessary information is described in each letter as well as to ensure a unique, differentiated format and style for each recommendation letter that will be submitted.

6. You will be responsible for emailing the recommenders our drafts after we have finalized the letters. You can use our sample email in the client packet in **Appendix C**. You will also find examples of emails for testimonial letters, review opportunities, and editorial requests. Either hard copies or PDF printouts of the recommendation letters are acceptable by the USCIS. The letters should be printed on an official letterhead if possible, and signatures that are merely typed without further authentication should be avoided. Handwritten signatures, copied and pasted signatures, and verified digital signatures (such as those provided through Adobe Sign or DocuSign) should be acceptable.
7. As you receive each signed letter, please upload them to the system and leave messages as appropriate stating that you have uploaded them. We will then review the letters to ensure that the drafts are complete and have not been modified in any way that could be detrimental to your case. We request that you upload the signed letters as you receive them, so that we can check them for problematic content as soon as possible.

While you are awaiting our revisions of your recommendation letters and/or waiting for your recommenders to provide you with their signed copies of the letters, please also review your petition letter and **use the “track changes” feature of Microsoft Word to provide any edits and comments you may have.** We will then review your suggestions and incorporate them to the extent possible, providing the revised petition letter for your review within 1-3 business days. Once you confirm that you have no further changes to the petition letter **AND** once we have reviewed and confirmed your signed recommendation letters and your signed proposed endeavor statement, we will finalize the petition letter, which will take 1-3 business days.

8. We will paper-file your I-140 form:



Chen Immigration & Attorneys - The Leader of High Quality Immigration Petition

- T: 888.666.0969 (Toll Free) E: law@wegreened.com -

Please complete the **Questionnaire tab in your account for your Form I-140**. Once we have confirmed that your Questionnaire looks good, we will generate a PDF Form I-140 based on your Questionnaire and upload it to your account for your review and signature. Please upload the signed form (in black ink) for our review.

Please find the **Form G-28** and its instructions in **Appendix D** of the client packet. Please upload the completed, signed Form G-28 for our review.

9. You will upload your supporting materials for your petition letter to our online packaging portal, referring to the exhibit index of your petition letter and the document list in **Appendix C** of the client packet.
10. Once you have uploaded your supporting evidence, we will organize the exhibits into your final petition package, checking in with you throughout this process. The packaging process is our final quality assurance check, so **we conduct multiple thorough reviews of all of your case materials again at this stage**. Once the final petition package is confirmed, we will file the case.
11. Within 7-30 business days, you will receive a hard copy of the receipt notice, which you can use to track your case on the USCIS website:
<https://egov.uscis.gov/cris/Dashboard/CaseStatus.do>