

## **DOCUMENT LIST: EB-2 NIW**

- For each of the documents listed, please scan them as PDF files (When scanning the documents, we strongly recommend you use a high-quality scanner rather than your mobile phone to avoid blurring and convert your documents to high-resolution print-ready images.) or provide us electronic/PDF files directly. Then, please highlight your name where appropriate with Adobe Acrobat or Adobe Reader DC.
- If you will be filing additional petitions (e.g., EB-1A, EB-1B, O-1), you will need to supply us with a separate set of PDFs of documents for each petition you will be filing.
- Some of the documents listed below, particularly those in the “Exhibits” list, may not apply to you. It may not be necessary for your case to have each of the types of evidence listed.
- Once your petition letter has been finalized, we will send a follow-up message asking for a .zip file with all the supporting documents that are listed in the index of exhibits to assemble your package.
- Once we have received your evidence for the exhibits, we will conduct reviews of these supporting documents and confirm with you on whether there are files missing.
- Once your package is complete with sufficient evidence on our online platform, we will print out all the documents for you from the platform and mail your physical package to the USCIS by FedEx 2-day shipping. Our e-filing process will save you time and shipping/printing fees.
- If you have already mailed out the evidence, we will review them after we receive the package. But if you haven't, please do not mail the package to our office.



## **DOCUMENTS**

You will need to upload the following to our system:

1. The supporting materials listed in the **Exhibit Index of your petition letter**  
(Please see the next page for further instructions).
2. The Form I-140, Form G-28, and Form ETA-750B or ETA-9089 signature pages with your original signatures. If you have not received the I140 NIW signature pages zip file, please leave a message in your account.

**Filing fee** in the amount of \$700 and **remaining attorney fee**, if applicable. If you wish to request Premium Processing, the premium processing fee is in the amount of \$2,500.

Instead of mailing checks, please make your payments online using BOA, Chase QuickPay, Zelle, wire transfer, Stripe, or PayPal, etc. Please ensure to include your order ID in the memo/notes section if possible, and after the payment is complete, please upload a receipt to the "Additional Documents" section of your account for our verification purposes. After we receive your payment, we will issue a filing fee check and a premium processing fee check if applicable to U.S. Department of Homeland Security on your behalf and include it in your petition package. Please note, we will not begin assembling your I-140 package until the filing fee and remaining attorney fee, if any, are/is received.

## EXHIBITS

All documents listed here should be provided as PDF files. The documents can be in either black and white or colored as long as the documents are fully legible.

1. Signed and dated recommendation letters, along with the **first three pages** of each recommenders' CV or biographical information.
2. Your curriculum vitae
3. Copy of your advanced degree diplomas or certificates. If issued originally in a language other than English, please provide both the non-English version and the English translation of your diplomas and/or certificates. If you perform the translation yourself, please note that it will need to be accompanied by a translation certification stating that the translation is accurate to the best of your knowledge. We can provide a template for this certification for you.
  - a. Please note that scanned copies of your diplomas and/or transcripts should be sufficient, so long as they are legible and do not cut off portions of the original.
4. An official academic record for your advanced degree.
  - a. Official transcripts will usually suffice as long as they show the degree that you earned, dates of attendance, area of concentration of study, and the date you received the degree. **As above, please be sure to provide both the original and English versions of your transcripts if they were originally issued in a language other than English, as well as a certification if you performed the translation yourself.**
  - b. If your university does not use transcripts, you will need to get some other form of official academic record, such as a letter from the registrar. The letter should include the degree that you earned, dates of attendance, area of concentration of study, and the date you received the degree.
  - c. If your transcripts arrive in a sealed envelope, you can open it.
  - d. If you have a foreign MD degree, you may need a copy of your USMLE steps 1-3, ECFMG certification and a license to practice in the area of intended employment.

If you have a foreign MD degree but currently do not have a full and unrestricted license to practice, please carefully read the "READ FIRST: NIW Clients with Foreign MD Degree, Without a Full And Unrestricted License to

Practice in the State of Intended Employment, Whose Proposed Endeavor Includes Clinical Work" under the Visa FAQ tab for more information.

5. If your advanced degree was obtained outside of the United States, you will need an evaluation of your educational equivalency. This "degree evaluation" will prove to the USCIS that your advanced degree is the equivalent of an advanced degree earned in the United States. This is a separate document from your transcripts. You can obtain such a degree evaluation from any of the members listed at NACES.org.
  - a. If your degree evaluation arrives in a sealed envelope, you can open it.
  - b. Please note that you may receive a degree evaluation that fails to confirm that your degree is equivalent to an advanced degree earned in the United States. Although this is rare, if it ends up being the case then you may need to obtain a new degree evaluation from a different company. Please note that we have no control over the content of the independent evaluations offered by the members of NACES.org.
  - c. If you hold a professional medical degree (M.D., M.B.B.S., etc.) earned from outside the United States and will be engaged in treating patients in the United States, you will need to provide evidence that you passed all 3 steps of the USMLE, have passed the English language proficiency test given by ECFMG, and are licensed to work in your area of intended employment.
6. All publications and patents
  - a. For articles, please provide the **first 3 pages** and highlight your name in the author list. **The name of the journal/conference and year should be clearly visible somewhere on these pages.** If it is not, then please provide a copy of a webpage from the website of the journal/conference in question showing the title of your article and confirming when and where it was published. If the title, list of authors, paper content, and publication information for any of your articles is not in English, then you will need to translate this information on a separate sheet, along with a certification of the translation. Please only include direct translations, meaning that there should be no additional titles, summaries, numbers, or explanations that are not present in the original text.

- b. For books and book chapters, please provide copies of the cover, title page, table of contents, copyright pages(©), and first 3 pages of the book (if you wrote the entire book, it usually starts from the Introduction) or relevant chapter(s) (if you wrote chapters only). **Please make sure that the name of the publisher and the year of publication are clearly displayed somewhere on these pages.** If any of the above pages and/or the publisher's name and year of publication are not in English, then you will need to translate these pages on separate sheets and provide a certification of the translation. As mentioned above, you should only include direct translations, and do not include additional titles, summaries, numbers, or explanations that are not present in the original text.
  - c. If any of your publications are listed as "articles" in your petition letter but only appeared in abstract or poster form, please let us know as soon as possible.
7. Citation report for your publications
- a. It is preferable for you to create a Google Scholar profile and print it to PDF. If your Google Scholar citation count increases and your citation count needs to be updated, we will print out any new versions of your Google Scholar profile.
  - b. Alternatively, a complete citation report from ISI Web of Science or SCOPUS is acceptable. However, it must be printed directly from the website, not copy and pasted into a separate document.
  - c. For Chinese clients, you may also provide a CNKI citations report (if applicable). Please be sure to translate this page and provide a translation certification. Note that a direct translation should be sufficient and you do not need to include additional titles, summaries, numbers, or explanations that are not present in the original text.
  - d. Please note that if you would like to claim additional citations listed on CNKI (or any other citation database), you will need to provide the following additional pages for each article for which you would like to claim citations on both CNKI and Google Scholar:
    - i. A full list of articles that cited your work from on Google Scholar. The titles, list of authors, and publication information must be translated for any citations that do not appear in English. Please keep in mind that the translation should be a direct translation of the



original text and you do not need to include additional titles, summaries, numbers, or explanations.

- ii. A full list of articles that cited your work from on CNKI. As above, the titles, list of authors, and publication information must be translated for any citations that do not appear in English. Please then highlight all unique citations that you are claiming appear on CNKI that are not tracked on Google Scholar.
  - iii. (Optional): A chart or table clarifying where the citations to your work are listed. If you choose to provide such a table, it must match the evidence from Google Scholar and CNKI exactly.
8. If we have discussed individual citations of your work in-depth in your petition letter, please include the first page, any pages where your work is cited or discussed, as well as the pages from the references section listing your publication(s). Please also highlight any portions of these articles that cite your work along with any corresponding entries in the references section that list your work. If any of the above pages and/or the publisher's name and year of publication are not in English, then you will need to translate these pages on separate sheets and provide a certification of the translation. You should only include direct translations, and do not include additional titles, summaries, numbers, or explanations that are not present in the original text.
- a. If possible, please only provide published articles. If any of the citations to your work that are discussed in-depth in your petition letter come from dissertations, theses, or posters instead of peer-reviewed articles, please let us know so that we can remove or replace this citation.
  - b. If you are only able to access an accepted or in-press manuscript for one of the publications that cited your work, it should be fine to use this version along with the published abstract for the article so that we can clearly show that this article has been published in a peer-reviewed journal.
  - c. Please note that you do not need to provide these articles for all of your

citations. You only need to provide this information for those citations that we call special attention to in your petition letter and which are specifically listed in the exhibit title.

9. If you have performed peer review work or similar service, please provide thank-you emails from associate editors confirming your review work or other evidence that you actually completed this work. This evidence should show your name and should confirm that the journal's editorial staff received and acknowledged your completion of each review.
  - a. Alternatively, if you do not have access to emails, then a printout of your "reviews completed" page from the website of a journal or conference should work, provided that it clearly shows your name and demonstrates that the reviews have been completed and submitted.
  - b. Please let us know if you are submitting duplicate evidence of reviews (i.e., if you are providing a website printout showing that you have completed reviews as well as emails thanking you for completing those same reviews).
  - c. Please note that we can count reviews of revised manuscripts as separate reviews. However, the evidence must clearly demonstrate that two versions of the same manuscript were reviewed on two separate occasions.
  - d. Please note that USCIS no longer accepts Publons profiles by themselves as evidence of completed reviews.
10. Copies of any major awards or honors received, and the selection criteria for the awards. Please provide information regarding the number of awards given, the frequency of the award, the criteria for granting the award, and the number of individuals eligible to compete.
11. Copy of evidence of membership in any highly selective professional associations. Please include documentation of the selection criteria for these memberships.
12. Copies of media or news reports about you or your work, with your name and/or any references to your article(s) highlighted. Please note that if there is no direct connection to you or your work made in this article, then a testimonial may be needed or the media coverage should be removed.
13. Evidence of government or other prestigious and/or competitive funding of your research projects. This can come in the form of grant notifications/certifications that



list you as a recipient or that list your articles among those that resulted from the funding.

Other acceptable evidence may include acknowledgments of the funding in your published articles or signed testimonials from the supervisor/s of the funded research projects.

14. If you have presented your work at academic conferences, a conference program or schedule that plainly lists you as a participant. Alternatively, you may provide a testimonial from a conference or session chair confirming that you have presented your work.

Proprietary  
Confidential  
Document