



University at Buffalo  
The State University of New York

Office of International Education  
Immigration Services

## Outstanding Professor / Researcher Checklist

*(Please include the items noted below with your application)*

\_\_\_ 1. Outstanding Professor / Researcher Data Sheet

\_\_\_ 2. Evidence of **three years of experience** teaching or doing research  
*Such evidence may include letters from former employers indicating the title of the position, a description of the duties and the dates of employment.*

- Teaching: The individual must have had sole responsibility for the courses taught (planning, lecturing, grading, etc.).
- Research: The individual must have the required earned degrees and the research must have been recognized as outstanding.

\_\_\_ 3. Letter verifying employment and offer of permanent employment

- A copy of the original offer letter **indicating a tenure-track position**  
*Teaching positions that may be "permanent," but are not tenure-track (Instructor, Lecturer, Visiting Assistant Professor, Clinical Associate Professor) would not qualify.*

**OR**

- A letter indicating a research position that **has an indefinite duration**, certainty of funding and a good expectation of continuing employment.

\_\_\_ 4. Evidence of **five of the following six criteria**:

*While only two of the standards are required, an individual who meets only two is unlikely to be considered by the USCIS as eligible for the Outstanding Professor / Researcher category.*

\_\_\_ a. **National or international awards for outstanding achievement in the academic field**

- Copies of award certificates or letters indicating receipt of the award

**AND**

- Information about the criteria for receiving the award  
*Receipt of a competitive fellowship can also be documented.*

\_\_\_ **b. Membership in associations that require outstanding achievement as a criteria for membership**

- Copies of membership certificates, cards or letters

**AND**

- Information about the criteria for membership

\_\_\_ **c. Authorship of scholarly books or articles and presentations at international conference:**

- Copies of **title pages** of papers (showing authorship) published or accepted for publication in **international or peer-reviewed journals**

**OR**

- Proceedings of international or peer-reviewed conferences **AND** information about the conferences indicating that they are international and/or peer-reviewed

\_\_\_ **d. Published material about the individual's work**

- Copies of articles **written by others** that analyze or discuss the individual's work and/or accomplishments
- Formal published reviews of the individual's work
- Copies of papers written by others citing and evaluating the individual's work

\_\_\_ **e. Service as the judge of the work of others**

- Copies of letters from editors of journals or grant funding agencies requesting that the individual review a proposal or paper submitted for publication
- Copies of journal pages or pages of a conference program or proceedings that list reviewers
- Evidence of board membership in a professional association
- Evidence that the individual served on the dissertation committee of a Ph.D. candidate

\_\_\_ **f. Original contributions to the field:**

- Copies of patents or documents acknowledging progress toward a patent
- Photographs of art exhibits

- Testimony, in the form of letters, from other scholars about the individual's contributions to the field

*N.B. The USCIS has indicated that letters of support from persons outside the individual's institution who know his/her work carry more weight than those from parties whose self-interest would be served by the approval of the petition (e.g. faculty members in the department at the institution where the individual will work, personal friends of the individual)*

\_\_\_ 5. Letter of support from the department chairperson and/or project director

\_\_\_ 6. Copy of the individual's current Curriculum Vitae or resume

\_\_\_ 7. Copies of the individual's diplomas, degrees, certificates, etc. **Any document that is not in English should be accompanied by an English translation and certification.**

\_\_\_ 8. Copies of the individual's immigration documents (biographic page of passport – in color--, U.S. visa, I-94 card, I-797 approval notices, I-20's, DS-2019's and all other U.S. government issued approval notices of any kind)

\_\_\_ 9. Filing Fee: Hiring unit's check or money order for **\$700** payable to "**U.S. Department of Homeland Security.**"

**If you have any questions, please contact:  
Immigration Services  
1Capen (North Campus)  
(716) 645-2355**

11/2017