

OUTSTANDING PROFESSOR/RESEARCHER CHECKLIST

Please submit this page with the following documentation to IFS. If any evidence is in a language other than English, it must be translated. Evidence not translated will not be accepted.

- Form I-140. Portions related to you, not The University of Arizona.
- USCIS fee: **\$580**. Check made payable to “Department of Homeland Security”.
- USCIS Premium Processing fee: **\$1,225**. Check made payable to “Department of Homeland Security”. CIS has temporarily suspended this option for Form I-140.
- IFS fee: **\$3,000**. eDOC, bank check or money order made payable to “The University of Arizona.” No personal checks.
- IFS Premium Processing fee: **\$250**. eDOC, bank check or money order made payable to “The University of Arizona”. No personal checks.
- Immigration paperwork for you and all dependents (spouse and children). Include copies of I-94 (front & back), all passport pages, visa, and all previous approval notices.
- Department Letter of Support (template included).
- Must be the degree *required for the position* and the most recent/highest level degree. Must have the required degree at the time of offer if no mention was made in the advertisement of a different time. Must state specific subject area on diploma; if not, include a copy of transcripts. If not in English, must have a certified translation. **If your degree was awarded by an educational institution outside of the United States, you MUST submit a professional credential evaluation stating the U.S. equivalent of your degree.*
- Curriculum Vitae – spell everything out fully – no abbreviations.
- Three (3) calendar years’ experience letter(s). No template available.
- Six (6) – ten (10) international, not domestic, expert letters. Must include CV’s of experts. Submitted letters must be signed originals on letterhead. Templates are not provided for these letters as they should not mimic one another.

- Authorship in books or journals: copies of publication cover, first three (3) and last three (3) pages of article/publication. Highlight your name wherever it appears. You must also provide information about the journals. Satisfactory information includes submitting print-outs from the journals website stating, whether the journal is peer-reviewed, internationally circulated and the circulation frequency. Include impact factors.
- Copies of others work written about you. Same evidence as authorship required.
- Copies of citations to your work. Same evidence as authorship required. This evidence is used to highlight the importance of your publications and does not satisfy any of the 6 criteria individually.
- Evidence of participation as the judge of the work of others. Include evidence that you actually served as the judge/referee/reviewer. Invitations alone are not enough. Highlight your name wherever it appears.
- Evidence of memberships. Include copies of membership cards, payment of dues and information about the association/organization (selection criteria, tiers/categories of membership, etc.).
- Evidence of awards or major prizes. Include copies of the award/prize and information about the award/prize as well as the association/organization giving the award. Highlight your name wherever it appears.