

LPR DEPARTMENT REQUEST PACKET

EB-2 requiring Permanent Labor Certification under “Special Handling” for those in teaching positions within 18 months of their initial letter of offer” (20 C.F.R. § 656.18)



UNIVERSITY OF KENTUCKY INTERNATIONAL CENTER

University of Kentucky International Center

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BASIC LPR INFORMATION AND FEES

The Office of International Students and Scholars (ISSS) at the University of Kentucky prepares and submits applications for Lawful Permanent Residency (LPR) status based on employment under the following preference category.

SECOND Preference (EB-2): Members of the Professions Holding Advanced Degrees (Special Handling)

ISSS is able to receive requests to assist in the filing of EB-2 Special Handling cases only (*Special Handling provisions 20 C.F.R. § 656.18*). Therefore, this packet has been created exclusively for assisting departments with the SECOND Preference (EB-2) category for “members of the professions holding advanced degrees or aliens of exceptional ability in the sciences, arts, or business” who are in teaching positions within 18 months of their initial letter of offer.

Departments and/or foreign nationals may decide to hire an attorney for other types of permanent residency cases such as the following but they must be pre-approved by ISSS:

FIRST Preference (EB-1): Outstanding Professors and Researchers

SECOND Preference (EB-2): Members of the Professions Holding Advanced Degrees and Aliens of Exceptional Ability in the Sciences, Arts, or Business (National Interest Waiver).

THIRD Preference (EB-3): Professionals and Skilled Workers (requiring two or more years of specific education, training, or experience) and Other (Unskilled) Workers.

CRITERIA: The US Department of Labor has established regulatory guidance for the filing of EB-2 requests which include the filing of an application for permanent labor certification. To qualify the faculty member’s position must meet the following criteria:

- Position must be full-time.
- The position must be defined as “permanent” by the University. A permanent position is one that does not have a definite termination point defined either by a date of the completion of a project or assignment, is not seasonal or intermittent, and is not presently intended or contemplated by the employer to have some specified end date in the future. Tenure-track positions meet these criteria.
- To qualify for special handling the position must include classroom teaching and the employee must be listed as the instructor of record. Some exceptions may apply.
- The hiring department shall be responsible for documenting that the alien selected for the job opportunity in a competitive recruitment and selection process was found to be more qualified than any of the U.S. workers who applied for the job.
- The date of the original letter of offer must have been within the last 14 months to allow ISSS sufficient time to complete the required pre-filing verification process in time to meet federal requirements.
- The application must include evidence that (1) the university has advertised the professorial position in a national journal or professional publication (print or electronic) appropriate to the field and (2) the employee chosen was the most qualified applicant for the position AT THE TIME OF SELECTION.
- The department must agree to pay the ISSS processing fees as the employee is not permitted under current regulations to pay for any expenses related to the filing of an application for permanent labor certification.

PROCESS OVERVIEW

- The foreign national AND his/her faculty sponsor and/or senior administrator in the department must meet with the director and/or H-1B advisor in ISSS to review the foreign national's eligibility.
- It must be determined with the help of an ISSS staff member that the position is permanent, qualifies as "teaching," and that 14 months have not passed since the initial letter of offer to provide ISSS sufficient time to complete the required verification process in time to meet federal requirements.
- Department and foreign national will work with ISSS to secure approval/certification of the Permanent Labor Certification by the US Department of Labor (DOL). Upon receipt of the required documents outlined in this packet, ISSS will submit the Application for Permanent Employment Certification (form ETA-9089) to DOL and will create the audit file, which DOL requires an employer to retain for five years. ISSS will be the repository for these documents.
- After the Permanent Labor Certification has been **approved/certified** by DOL, ISSS will work with the department and the foreign national to prepare the Form I-140 and review the Form I-485 (if requested by the foreign national and they wish to file concurrently with the I-140). An employee may use the services of an attorney to file the Form I-485 since these forms cannot be prepared by an ISSS.
- ISSS will provide the foreign national with a photocopy of the Form I-140 Receipt Notice and Approval Notice, upon receipt. The foreign national must provide ISSS with a photocopy of the Receipts Notices for Form I-485, Form I-131 and Form I-765 (if applicable) for himself/herself, as well as for any dependents (if applicable) and a photocopy of the Alien Registration Card (i.e., "green card") once it has been received.

BASIC FORMS AND FEES:

➤ **U.S. Citizenship & Immigration Services (USCIS) Application Fees (which may be paid by the employee or the department) :**

- I-140 Fee: **\$580**
- I-907 Premium Processing fee (I-140 petition only): **\$1,225 (optional)**
- I-485 Fee: **\$1,070** (includes biometrics fee)
 - Additional I-485 Fee for Dependents: **\$1,070** for dependents 14 years of age and older / **\$635** for dependents *under* 14 years of age
- Form I-765: : **No fee if filed with or while I-485 is pending**(Optional)
- Form I-131: **No fee if filed with or while I-485 is pending** (Optional)

ABOVE FEES MUST BE IN THE FORM OF A CHECK MADE PAYABLE TO "Department of Homeland Security", and MUST BE SUBMITTED TO ISSS, NOT DIRECTLY TO USCIS. SEPARATE CHECKS MUST BE SUBMITTED FOR EACH FEE.

➤ **University of Kentucky ISSS Processing Fees (which must be paid by the department):**

- Labor Certification (teaching): **\$1525**
- Immigrant Petition (I-140): **\$591**

ABOVE Fees MUST BE Processed by a JV to the department administrator.

PART ONE: Filing the Permanent Labor Certification with the Department of Labor

The international faculty member and the hiring department must work closely with the ISSS to prepare all the required documentation for the Permanent Labor Certification process.

Step 1: Department completes and returns all of the following documents. **Please complete and return all of the following and submit together at one time:**

- **Signed Assessment Form by email attachment (Form Included in this packet)**
- **Signed Competitive Recruitment Report (Sample included in this packet)**
- **Signed Attestation of Qualifications Document (Sample included in this packet)**
- **Copy of a national job advertisement** in an ACADEMIC publication (if submitting an electronic ad please also include proof that the ad ran for 30 days)
- **Copies of all advertisements** for the position, to include those posted on routine in-houses media
- **Notification of the Filing (Posting Notice)** of the Labor Certification at the location of employment for ten (10) consecutive business days and in any in-house media normally required for the recruitment of similar positions. **[Template Notice will be provided by ISSS upon request by department].**
- **A copy of the initial offer letter when the candidate was selected for the position**
- **Employee Information Form (Form Included in this packet)**
- **Candidate's CV**

↑ **Step 2:** ISSS submits a request for prevailing wage determination to the Kentucky Department of Labor and Industry, which will respond with the prevailing wage to be used on the application for permanent labor certification.

↑ **Step 3:** Once the audit file is completed, ISSS will complete the ETA Form 9089 and submit it to the US Department of Labor (DOL). After submission, ISSS will monitor the application and will coordinate any responses to DOL as may be required and appropriate for inquiries or audits.

↑ **Step 4:** ISSS will notify the department by email once the approval of the Permanent Labor Certification arrives with instructions on how to file the next step in the process (Form I-140). All I-140 petitions must be filed within no less than 180 days of Labor Certification approval.

↑ **Step 5:** ISSS will maintain audit file and administrative files as required by the US DOL.



ASSESSMENT FORM

Today's Date: _____ Account Number for JV: _____

Internal Order Number: _____

Name and Email address of the person you wish to receive a copy of the JV invoice:

CANDIDATE

Last name: _____

First name: _____

Full middle name: _____

E-mail: _____

Cell phone: _____

Office phone: _____

Current visa status: _____

If H-1B, total time in H-1B Status (mm/dd/yyyy): FROM: _____ TO: _____

Highest Degree received relevant to the requested occupation: _____

Major Field of study: _____ -

List all employment at UK:

Job title: _____ Dates from: _____ to: _____

Job title: _____ Dates from: _____ to: _____

Job title: _____ Dates from: _____ to: _____

DEPARTMENT

Department: _____

Address: _____

FAX: _____

Hiring Chair, Director or Professor directly related to this case: _____

Title: _____

E-mail: _____

Phone: _____

Hiring Official or Staff member assigned to this case: _____

E-mail: _____

Phone: _____

POSITION

This information refers to the position, not to the candidate for whom the Labor Certification is being sought.

Full address of primary worksite (where work is to be

performed): _____

Will work be performed in multiple worksites within an area of intended employment or a location(s) other than the address listed above? _____

Payroll title of position: _____

Yearly salary being offered: _____

UK salary range for this position: Minimum: _____ Maximum: _____

Minimum entry level education required (MS, MA, PHD, MD, JD, etc): _____

Specify Specialty:

Number of employees candidate will supervise: _____

(Do not include supervision of graduate students, such as RA or TA)

Title of person who will be candidate's immediate supervisor: _____

Benefits Available (check ones that are applicable with an "X"):

Vacation: _____

Sick leave: _____

Health Insurance: _____

Dental Insurance: _____

Retirement/401K Plan: _____

Tuition Assistance: _____

Negotiable: _____

Other: _____

Life Insurance: _____

Profit Sharing: _____

JOB REQUIREMENTS

Is training beyond the degree required for the job? _____

If yes, number of months training required: _____

If yes, indicate the field of training: _____

Do not duplicate the time requirements. Time required in training should not be listed in education or experience. Do not include restrictive requirements that are not actual business necessities for performance of the job and that would limit consideration of other qualified U.S. workers.

Is experience required for the job? _____

If yes, indicate number of months required: _____

Did the candidate gain any of the qualifying experience with UK in a position requiring performance substantially comparable* to the job opportunity requested? _____

* a job or position requiring performance of the same job duties more than 50% of the time)? A job comparison summary is required showing the percentages of time spent performing each duty in each job.

NOTE: The department cannot require U.S. applicants to possess training and/or experience beyond what the beneficiary possessed at the time of initial hire by UK unless the candidate gained the experience while working for UK in a position not substantially comparable to the position for which certification is sought or the employer can demonstrate that there are significant objective business circumstances that now make it infeasible to train a new worker to qualify for the position. This would require a detailed explanation, with supporting documentation.

Did UK pay for any of the candidate's education or training necessary to satisfy any of the job requirements for this position? _____

(Postdoctoral Fellows and Scholars, as well as students with scholarships, assistantships or fellowships during the course of pursuing a degree at UK are not applicable.)

ALTERNATIVES WHICH SATISFY THE JOB REQUIREMENTS:

Is there an alternate field of study that is acceptable? _____

If yes, specify the major field of study: _____

Is there an alternate combination of education and experience that is acceptable? _____

(UK HR Equivalencies must be taken into consideration when answering this question.)

If yes, specify the alternate level of education: _____

If yes, specify the number of years of experience acceptable: _____

Is there an alternate occupation acceptable? _____

If yes, number of months experience required: _____

Job title: _____

JOB DUTIES:

Fully describe the job duties of the position. (Include only job duties that are required. Do not use abbreviations. If there is a component of classroom teaching and the position has already been advertised, this description should be extracted verbatim from the advertisement.)

Do the minimum requirements exceed those set for entry into the occupation? _____

If yes, justify the higher requirements by demonstrating that they are a business necessity:

Specific skills or other requirements necessary to the position. (This is reserved for duties or requirements that are above and beyond those previously described, or may be a further clarification of those duties or requirements already listed.)

Give a rough estimate of the percentage of time spent in the following that apply to the position: 1) faculty classroom duties____, 2) clinical teaching duties____, 3) research efforts____, 4) administrative functions____; and 5) clinical services____.

Category of position - check X after the appropriate category (ies):

Special Title Series: Instructor ____ Assistant Professor ____ Associate Professor ____ Professor ____

Regular Title Series: Instructor ____ Assistant Professor ____ Associate Professor ____ Professor ____

Clinical Title Series: _____

Research Title Series: _____

Tenure Track: _____

Other (title): _____

If the position is not regular provide the following information:

Faculty member providing funding: _____

Funding source & account number: _____

Effective until: _____

For positions that include a component of actual classroom teaching:

Date candidate selected for the position (date employee accepted offer): _____

Date of job offer letter (date letter was written to employee): _____

Name of a national professional journal in which an advertisement was placed:

Dates of publication: _____

(NOTE: If using an electronic professional journal or publication you must have proof that it appeared for a minimum of 30 days)

Specify all additional recruitment (and dates of posting), including all in-house media, electronic or printed, if applicable.

I support the application leading to Permanent Residence:

Chair (or equivalent): _____

Signature _____



EMPLOYEE INFORMATION

RETURN TO: Elizabeth Leibach, ISSS director at elizabeth.leibach@uky.edu

Or William Arnold, H-1B Advisor at wlarno0@uky.edu

Please complete the following and return as an e-mail attachment (please send as a WORD document). Also attach your most current CV.

Today's date (mm/dd/yyyy): _____

Last name: _____

First name: _____

Full middle name: _____

A# (if applicable- found on EAD cards): _____

E-mail: _____

Office phone: _____ Cell phone: _____

Address of current residence (include city, state and postal code): _____

Phone number of current residence: _____

Last country where you resided prior to coming to the U.S.: _____

Country of Citizenship: _____

City/Town/Village of birth: _____

State/Province of birth: _____

Country of Birth: _____

Provide foreign address (This is required on the I-140 form. You can use address of close relative in home country.): _____

Date of birth (mm/dd/yyyy): _____

Current visa status: _____

Date status expires (mm/dd/yyyy): _____

Admission number noted on the I-94: _____

Date of arrival in U.S. (mm/dd/yyyy): _____ (Most recent trip)

Highest degree received relevant to the requested occupation: _____

Major field(s) of study relevant to the requested occupation: _____

Year the degree was completed: _____

Institution where degree was received:

If not received in the U.S., a certified translation and evaluation must be obtained from Foreign Credential Service of America at <http://www.fcsa.biz> or other certified credential evaluators.

Address of institution (include city, state or province, country and postal

code): _____

List all jobs you have held during the past 3 years (including your present employment). This can include Teaching or Research Assistantships, if applicable. List them chronologically, with your current employment listed first. The dates must include the month/day/year.

A. Employer name: _____

Complete mailing address: _____

Phone number: _____

Type of business: _____

Job title: _____

Start date: _____ End date: _____

Number of hours worked per week: _____

Job duties performed: _____

Name of supervisor: _____

Phone number of supervisor: _____

B. Employer name: _____

Complete mailing address: _____

Phone number: _____

Type of business: _____

Job title: _____

Start date: _____ End date: _____

Number of hours worked per week: _____

Job duties performed: _____

Name of supervisor: _____

Phone number of supervisor: _____

C. Employer name: _____

Complete mailing address: _____

Phone number: _____

Type of business: _____

Job title: _____

Start date: _____ End date: _____

Number of hours worked per week: _____

Job duties performed: _____

Name of supervisor: _____

Phone number of supervisor : _____

If applicable, list spouse and all non-US citizen children to be included in the petition:

Name (First, Middle, Last): _____

Relationship: _____

Date of birth (mm/dd/yyyy): _____

Country of birth: _____

Name (First, Middle, Last): _____

Relationship: _____

Date of birth (mm/dd/yyyy): _____

Country of birth: _____

Name (First, Middle, Last): _____

Relationship: _____

Date of birth (mm/dd/yyyy): _____

Country of birth: _____

Permanent Labor Certification

Sample Outline for Competitive Recruitment Report

Print on Letterhead

(Tailor Accordingly)

(Date)

ALC Certification Officer
U.S. Department of Labor
Employment and Training Administration
Harris Tower
233 Peachtree Street, Suite 410
Atlanta, GA 30303

Re: Competitive Recruitment Report

Employer: University of Kentucky

Employee:

Dear Certification Officer:

This statement, and the attachments hereto, are offered as support of University of Kentucky's application for permanent labor certification related to the position of Assistant Professor held by _____ in the Department of _____.

Composition of the Search Committee

A Search Committee was established by _____, Chair (Director), Department of _____ on _____ for hiring an Assistant Professor to perform teaching and research in _____. Requirements for the position include (specifics taken from the national advertisement). Faculty committee members included Professors _____. Professor _____ chaired the committee.

Solicitation of Applications

The position was advertised nationally via various methods that ensured full coverage of the candidate market. The Department published the job announcement in the following print publications:

(Listed out, including title of the publication, edition number, and date of publication)

In addition to the above, the position was posted on the listserv and/or websites of _____. Further, the Department Chair also solicited applicants for the position by sending letters to _____ department chairs and doctoral coordinators at Ph.D. granting institutions throughout the United States. And the job was posted and listed on

the UK Employment website. The combination of the above advertisement provided extensive coverage for our search for applicants. Documentation of these recruitment efforts is attached to this letter.

Competitive Selection Process

1. There were ____ applicants who met the submission deadline of _____. The initial pool of applicants was reviewed by Professors _____ to identify candidates who would be a good fit for the position and who had appropriate academic credentials and strong letters of recommendation. This resulted in a set of _____ candidates who were subsequently interviewed at the _____ conference, held in _____ at _____. Professors _____ conducted all interviews at the conference.
2. After the _____ interviews, the list was reduced to _____ candidates who were brought to campus to interview for the position. Each candidate came to campus to interview with the faculty and college administrators, to make a presentation of her/his dissertation/research to the department's faculty and doctoral students, and to tour the area.
3. _____ of the top candidates withdrew their candidacy for the position because they had found other employment. _____ of the candidates were eliminated by the department's faculty because they did not fit well with the Department's (School's) mission and did not interview well.
4. The Department's faculty voted unanimously in favor of offering the position to _____. She/he accepted the position of Assistant Professor as shown in the attached letter of offer. The recruitment process was approved in accordance with the Affirmative Action Compliance at University of Kentucky, on _____. _____ completed her/his doctoral dissertation on _____ and joined the faculty of the Department of _____ in the College of _____, University of Kentucky, on _____.
5. There were also no respondents to the Notice of Filing which was posted for 10 consecutive business days on the bulletin board of the in the College of _____ Lunch Room from (_____ to _____).

Evaluation of the Most Qualified Candidate

After careful evaluation of all the applicants' credentials, it became apparent that Dr. Superlative's teaching and research expertise provided the best match in the area of Therefore, the committee selected this candidate on

[date of initial offer letter OR reselection date if the ads were redone]

(Include a brief statement noting the reasons for selecting the candidate.) (then explain briefly and mention the date he/she was selected .)

In our judgment, we have selected the most qualified applicant based on education, training, experience, and recommendations.

Statement of Teaching Responsibilities

(Brief statement noting assigned teaching responsibilities as carried out for this position)

To the best of my knowledge and belief, the qualifications and achievements of _____ herein, and in her/his attached curriculum vitae, are true and correct. In extending this job offer to _____, I certify that the requirements set forth in Federal regulations have been satisfied in the following ways:

- a. We have made every reasonable effort to locate qualified, willing and able United States citizens or permanent residents. We normally recruit at the prevailing wage and working conditions through advertisements and professional contacts.
- b. The wage offered is not based on commissions, bonuses, or other incentives and (is at) (exceeds) the prevailing wage as determined by the Kentucky Department of Labor and Industry.
- c. The job opportunity does not involve unlawful discrimination by race, creed, color, national origin, age, sex, religion, handicap, or citizenship.
- d. The job opportunity's terms, conditions and occupational environment are not contrary to federal state, or local law.
- e. The job opportunity is not (a) vacant because the former occupant is on strike or locked out in the course of a labor dispute involving a work stoppage and is not (b) at issue in a labor dispute involving a work stoppage.
- f. The job opportunity has been and is clearly open to any qualified U.S. worker.
- g. The U.S. workers who applied for the job opportunity were rejected for lawful job-related reasons.
- h. The job opportunity is for full-time, permanent employment for University of Kentucky.
- i. The requirements for the job opportunity, as advertised, represent the actual minimum requirements, and we have not hired workers with less training or experience for jobs similar to that offered in this opportunity.
- j. The job opportunity described is without unduly restrictive job requirements; the described duties are normally required for this job classification.

As evidence of the foregoing, we have enclosed the following with this letter:

[as applicable, tailor according to this situation]

1. Copy of advertisement ("tear sheet") from at least one national or electronic print journal.
2. Copies of any "other" advertisements used for the position (website, etc.).
3. Copy of any employment documents related to the hiring of this individual if applicable (e.g. committee reports or letters, chair approvals, documentation making the recommendation to hire etc.)
4. Attestation to Qualifications document
5. Copy of the appointment or job offer letter to _____
6. Original notice of filing posted in the place of employment for ten (10) consecutive business days.
7. *Curriculum vitae* of _____

Sincerely yours,

(Name)

Chair, Department (School) of _____

SAMPLE ATTESTATION TO QUALIFICATIONS

Statement attesting to the degree of the alien's educational or professional qualifications and academic achievements

Dr. _____ was educated and received her doctor of _____ degree (equivalent to United States Ph.D. degree) from the university of _____. _____ is a distinguished European University known throughout the world for its high quality. At the _____, Dr. _____ did her dissertation under the supervision of Professor _____, a scientist of world renown who is known for the high standards he holds for his students. While completing her Doctor _____ degree, Dr. _____ worked as a _____ for _____ months. She then gained additional experience as a _____ at the University of _____ for _____ months in _____ (year). Dr. _____ is an outstanding researcher, as witnessed by her publication record attested by outside references.

The combination of the high quality of her training at the University of _____, her extensive research experience, her particular area of research interest, her teaching ability as demonstrated by the seminar she conducted here, and the enthusiastic recommendations we receive about her made her clearly the most highly qualified applicant for the position. The search committee and the department readily agreed on her selection, and the Dean concurred. We have no doubts that we made the right decision in selecting Dr. _____ as the most highly qualified applicant for the position.

Sincerely,

Chair, _____ Department

PART TWO: Preparation of Form I-140 (Immigration Petition for Alien Worker), with Supporting Documentation

- Employer Letter (See sample outline of employer letter)**

This letter is *not* an official offer of employment, but it must come from the person or persons in the department who are authorized by the University to extend an offer of employment or who otherwise have formal supervisory and/or hiring/firing authority over the foreign national. Even though the foreign national may already be working at the University, this letter is required. The letter must establish that the foreign national is employed, or will be employed, in teaching position. The letter must also include the title and salary for the position that the foreign national now holds or the position that he/she will hold a detailed job description, as well as an explanation of the foreign national's qualifications for the position.
- UPDATED Curriculum Vitae (CV) (note: this must include the current information since the filing of the Permanent Labor Certification)**
- UPDATED Form I-94 or visa from the most recent trip abroad. If travel occurred after April 2013 the I-94 will need to be printed from the online electronic system. Instructions can be found here at <http://www.uky.edu/international/I-94>**
- Check for the required USCIS fee(s) made payable to Department of Homeland Security. (Refer to Basic Forms and Fees)**
- Submit copies of all education credentials (i.e., diplomas).**

The Second Preference (EB-2) category requires PROOF of an advanced degree. "Advanced degree" is defined as any academic or professional degree or foreign equivalent above the U.S. baccalaureate. In some cases, a baccalaureate plus five years of appropriate experience can be counted as a master's degree. **All documents must be in English or accompanied by a notarized English translation (if applicable). If you were educated outside of the United States, you must *also submit* a credential evaluation that establishes the comparability.**

Sample Outline of Employer (CHAIR) Letter

The letter should be addressed to:

U.S. Citizenship & Immigration Services
Texas Service Center
4141 North St. Augustine Road
Dallas, TX 75227

Do **not** send the letter directly to USCIS. The letter must be submitted by the employee and/or his/her department to ISSS for inclusion with all other application materials for mailing to USCIS. The letter should contain the elements included in the sample letter below:

- I am writing this letter in support of the US Lawful Permanent Resident petition for [NAME OF EMPLOYEE].
- He/she has worked at University of Kentucky since [DATE OF HIRE] as a [POSITION TITLE].
 - **FOR TENURE/TENURE-STREAM POSITIONS** – Be sure to include language in this letter that makes clear this is a tenure/tenure-stream positions.
 - **FOR NON-TENURE POSITIONS** - Be sure to include the following language verbatim in the letter: (Name of Employee) is employed at the University of Kentucky in a regular, full-time teaching position, which is permanent in nature, in the (College or Department).
- The minimum requirements for this position are [DEGREE LEVEL] in [DISCIPLINE OR FIELD OF STUDY] or related field, and [#] year(s) of research experience in the field of [DISCIPLINE OR FIELD OF STUDY].
- [NAME OF FOREIGN NATIONAL]'s current annual salary is [\$].
- His/her job duties include [BRIEFLY DESCRIBE THE NATURE OF THE POSITION, INCLUDING MAJOR RESPONSIBILITIES AND DUTIES].

PART THREE: Preparation of Form I-485 (Application to Register Permanent Residence or Adjust Status) and Related Forms, with Supporting Documentation

The forms listed below must be obtained from USCIS. You can download them at the following Internet site <http://www.uscis.gov/graphics/formsfee/forms/index.htm>.

- Form I-485 for the international and each family member, if filing for dependents as well.
- Form I-693 Medical Exam and Form I-693 Supplement for the international and each family member, if filing for dependents as well. (See information in this packet with the names of physicians in the local vicinity. For a complete list visit www.uscis.gov)
- Form G-325A (Biographic Information) for the international and each family member, if filing for dependents as well.
- Two photos that meet USCIS specifications. Include the name, Social Security Number, and I-94 number on the back of each photo.
- Photocopy of all passports held while in the United States (introductory page(s) and any and all stamped pages).
- Photocopy of birth certificate for the international and each family member, if filing for dependents as well (with translation if not in English).
- Photocopy of marriage certificate and/or divorce certificate (if applicable) for the international and each family member, if filing for dependents as well (with translation if not in English).
- Photocopy of approval (Form I-797) of Form I-140 (Immigrant Petition for Alien Worker). *This is not applicable if filing I-140 and I-485 concurrently.*
- For prior J-1 Exchange Visitors who were subject to the “two-year home country physical presence requirement” [INA 212(e)], a photocopy of the approval of a waiver of that requirement (Form I-612).
- Photocopy for the international and each family member, if filing for dependents as well, of both sides of the Form I-94 and evidence of having maintained an uninterrupted nonimmigrant status at all times while in the United States (e.g., photocopies of I-20s, IAP-66s, DS-2019s, I-797s, etc.).
- For internationals who have held F-1 or J-1 *student* status, a photocopy of academic transcripts for the entire period of study in the United States.

Check(s) for the USCIS filing fees made payable to the Department of Homeland Security

OPTIONAL FORMS²

Form I-765 Application for Employment Authorization
Including two photos that meet USCIS specifications. Include the name, Social Security Number, and I-94 number on the back of each photo.

Form I-131 Application for Travel Document
Including two photos that meet USCIS specifications. Include the name, Social Security Number, and I-94 number on the back of each photo.

THE APPLICANT(S) MUST MAKE PHOTOCOPIES FOR PERSONAL RECORDS

² Internationals in O-1 status, or any nonimmigrant status other than H or L, are *required* to apply for Employment Authorization using Form I-765 and for Advanced Parole using Form I-131. **It is *not* optional for those individuals.**

USCIS Designated Physicians in the Lexington Area

- 40503 - Lexington, KY
 - **Dr. Alison Iser, Redpoint Medical, PSC**
128 Southland Drive, Lexington, KY 40503
(859) 223-1963
 - **Dr. Gregory T Snider, Redpoint Medical, PSC**
128 Southland Drive, Lexington, KY 40503
(859) 223-1963
- 40504 - Lexington, KY
 - **Dr. Ray F. Garman, Kentucky Clinic South, University of Kentucky**
2400 Greatstone Point, Lexington, KY 40504
(859) 257-5150
 - **Dr. Susan E Spengler, UK, Department of Preventative Medicine & Environmental Health, Kentucky Clinic South**
2400 Greatstone Point, Basement, Lexington, KY 40504
(859) 257-5150
- 40509 - Lexington, KY
 - **Dr. Larry C. Burns, Concentra**
2424 Sir Burton Way, Suite 175, Lexington, KY 40509
(859) 233-4882
 - **Dr. Maria Gabriela Castro, Bluegrass Community Health Center**
151 North Eagle Creek Drive, Suite 220, Lexington, KY 40509
(859) 263-2507
- 40536 - Lexington, KY
 - **Dr. Maria Gabriela Castro, UK Family & Community Medicine, K302 Kentucky Clinic**
740 South Limestone, Lexington, KY 40536
(859) 323-6371