MINIMUM REQUIREMENTS FOR SPONSORSHIP BY UAB:

1. The individual must have obtained a doctoral degree (i.e., PhD or MD).
2. The individual must have at least 3 years of experience in teaching or research after completion of the doctoral degree.
3. The individual must have an offer of a tenured or tenure-track position as a teacher or in a comparable permanent position as a researcher in the academic field; and
4. The individual must fully meet at least 4 of the following:
   a. Receipt of major prizes or awards for outstanding achievement in the academic field;
   b. Membership in associations in the academic field that require outstanding achievement of their members;
   c. Published material in professional publications written by others about the alien’s work in the same or an allied field;
   d. Participation on a panel or individually as a judge of the work of others in the same or an allied field;
   e. Original scientific or scholarly research contributions to the academic field;
   f. Authorship of scholarly books or articles, in scholarly journals with international circulation in the academic field.

EVIDENCE TO SUBSTANTIATE THE PETITION

1. Experience requirement:

   Experience in teaching or research while working on a doctoral degree will only be acceptable if the alien has acquired the degree, and if the teaching duties were such that he or she had full responsibility for the classes taught or if the research toward the degree has been recognized within the academic field as outstanding. Evidence of teaching and/or research experience shall be in the form of letter(s) from the current or former employer(s) and shall include the name, address, and title of the writer, and a specific description of the duties performed by the alien.

2. Permanent job offer:

   An offer of employment from the employer shall be in the form of a letter from:

   a. A U.S. university of institution of higher learning offering the alien a tenured or
tenure-track teaching position in the alien’s academic field; or

b. A permanent research position in the alien’s academic field.

Since research positions are generally not tenure-earning, the Immigration & Naturalization Service has defined a permanent research position as one which the employer intends to continue for an indefinite period of time. Additional proof beyond the letter of offer is often required to prove that a research position is permanent. This may include copies of personnel paperwork, as well as budget sheets from grants. Post-doctoral positions are generally only considered if there is proof of continued grant approval.

3. Additional Criteria:

a. Receipt of major prizes or awards for outstanding achievement in the academic field

Documentation should include a copy of the prize or award and a translation of the document, if it is not written in English. In addition, there should be documentation from an authoritative source that explains the criteria for the award or prize that indicates the significance of the award/prize on a national or international level.

b. Membership in associations in the academic field that require outstanding achievements of their members

Documentation should include proof of membership in the form of a membership card, proof of payment or dues, etc. Evidence must include the criteria for membership, steps that must be taken to become a member, and the total number of members of each association.

c. Published material in professional or major trade publications or major media written by others about the alien, relating to the alien’s work in the academic field

Documentation should include the date and author of such published material and any necessary translations. Evidence must include copies of the published materials and should be categorized according to (1) reviews of the beneficiary’s work; (2) research continuing from (or inspired by) the beneficiary’s work; and (3) footnoted acknowledgment of data from the beneficiary’s publications.

d. Participation on a panel or individually as a judge of the work of others in the same or allied field

Documentation may include review articles written by the beneficiary and published in professional journals, letters from journal editorial review boards acknowledging that the beneficiary has served as a reviewer of manuscripts for publication in peer-reviewed journals, letters from universities attesting that the individual has served on dissertation or thesis committees, and letters or other written documentation attesting that the beneficiary served as a judge of a scientific competition. Documentation should include evidence that the beneficiary completed the requested task; letters of invitation are not sufficient to demonstrate that the
beneficiary agreed and completed the task.

e. Evidence of original scientific or scholarly research contributions to the academic field

Documentation should include letters or affidavits from recognized experts in the beneficiary’s field of endeavor commenting on the beneficiary’s achievements in his/her field that clearly and completely demonstrate how the beneficiary’s achievements elevate him/her to the status of outstanding researcher with national or international recognition. These letters should include information about the writer’s qualifications for commenting on the beneficiary’s achievements, how long, and in what capacity the writer has known the beneficiary.

Proof of participation in professional conferences and meetings may provide evidence of original scientific or scholarly research contributions.

Approved patents may serve as evidence of original scientific research.

f. Evidence of scholarly books or articles, in scholarly journals with international circulation in the academic field

Include copies of the cover page of each article, book chapter or book, with English translations as appropriate. Evidence should include the extent of circulation of the journals. In cases where the beneficiary is not the primary author of articles, provide documentation in the form of a letter(s) from the primary author(s) that advises whether the beneficiary’s involvement in the article(s) included any notable function within either the research or writing teams (leadership, control, design, etc).

ADDITIONAL DOCUMENTATION

a. Copies of I-20s, DS-2019s, H-1B approval notices, waivers of the two-year home residence requirement, etc.

b. Current curriculum vitae or resume copies of diplomas (with English translations, as appropriate), credentials evaluations, licenses (if required for the job).

c. Form I-140 signed by the department chair/dean (ISSS will provide)

d. Check payable to the Department of Homeland Security (DHS) amount of $475.00
All correspondence should be addressed to:

DHS
Texas Service Center
P.O. Box 852135
Mesquite, TX 75185

RE: Employment-Based Immigrant Visa Petition (EB-12) of the University of Alabama at Birmingham submitted on behalf of (Individual’s Name/Beneficiary)

To Whom It May Concern:

NOTE: Although the correspondence is addressed to the DHS, it should not be mailed to this address. The correspondence should be delivered to the beneficiary of the petition. The UAB International Scholar & Student Services will mail a completed petition application package to the DHS.

UAB/ISSS-Is
08/2007
This is to offer you continued employment as a (Job title) at the University of Alabama at Birmingham, (Department/Division) effective (09-25-03). As you are aware, your initial hire date was (date).

This is full-time regular permanent research position according to the U.S. Citizenship and Immigration Services definition.

If you have any questions or need further information, please contact (Name & Phone #)

Sincerely,

(Chairman or Director)
SAMPLE RECOMMENDATION LETTER

(Date)

Department of Homeland Security
Texas Service Center
P.O. Box 852135
Mesquite, TX 75185

Dear Sir or Madam:

I am writing in support of the application of Dr. ________ for an immigrant visa in the United States. As this letter will show, Dr. ________ is such an outstanding researcher and scientist that we will be fortunate to keep him/her here.

I am the Director of the _________ of the________ in the City of Philadelphia. The 18 members of our services make it one of the largest, if not the largest, in the United States. I am Professor________ at the School of Medicine of the ________. I am a member of both academic societies for the retinal specialists (the Macula Society and the Retina Society). I am a reviewer for the three most prominent peer-review journals in Ophthalmology (Ophthalmology, The Archives of Ophthalmology, and the American journal Ophthalmology). I have been asked by the American Academy of Ophthalmology to co-author the Retina Section of its basic Science Curriculum and to co-author monographs outlining the Preferred Practice Patterns for the management of diabetic retinopathy and retinal detachment. I am the principle author of two books and have had 89 articles accepted for publication in peer-review journals. Finally, I am a Director of the American Board of Ophthalmology.

Dr. ________ has outstanding abilities and an enviable international reputation. He obtained his medical degree in 19__ from the ______________. His training in Ophthalmology at the _____ University ________ was completed in 19__. At this point, in the Oncology Department of the _________ University Hospital, ______, ______, he began the studies in the field in which he is best known: Ocular oncology. Specifically, he learned ultrasonography, computed tomography, magnetic resonance imaging, and diagnosis and treatment of ocular tumors.

His thesis, “In Vivo Phosphorus-31 Magnetic Resonance Spectroscopy of Human Uveal Melanoma and other Intraocular Tumors proved that magnetic resonance imaging (MRI), a new and, more importantly, non-invasive technique could detect the phosphorus compounds of different intraocular tumors. For the first time, because some phosphate metabolites were found to predominant in malignant tumors and others in benign tumors, it was possible to determine the biomedical characteristics of intraocular tumors. The ultimate goal is to correctly diagnose ocular tumors so that eyes with benign ones will not be treated or removed.

As a Fulbright Scholar, Dr. ________ continued his studies on intraocular tumors on the Ocular Oncology Service of the _________ Hospital. He is now perfecting the combination of Magnetic resonance imaging (MRI) gadolinium-DPTA, and fat suppression in the evaluation of intraocular and orbital tumors. He has already published significant papers on this subject. For example, he has shown that MRI can detect the presence of fibrovascular tissue in the orbital hydroxyapatite implants used to replace eyes removed because of untreatable cancers. This allows the physician to recognize that the implant is integrated into the orbit. Finally, as a leader in the field of these pioneering techniques he has been asked to be the senior author of the first atlas of magnetic resonance imaging of the eye and orbit.

In addition to his superb basic research, at the _________ Hospital, Dr. ________ is recognized to be an outstanding clinician. He is routinely consulted on the diagnosis and management of intraocular, orbital, and ocular adnexae tumors. His clinical research includes major papers on the predictive factors for metastasis and mortality after plaque radiotherapy of malignant melanoma of the conjunctiva and uvea. Dr. ________ is very productive. Since coming to the United States, he has been senior author of 11 papers in scientific journals and is a co-author of 27 others. Many others are in press. He is a senior author of several chapters in textbooks and has contributed to many others. He is a co-investigator in the Collaborative Ocular Melanoma Study, a national study sponsored by the National Institutes of Health.

Proof of Dr. ________ outstanding abilities and international reputation are his invitations to speak at meetings in Germany, Belgium, Switzerland, France, Canada, Italy, and Puerto Rico. He won the “Young Oncologist Essay Award” at the Annual American Radium Society Meeting. He has shared and continues to share his knowledge with ophthalmologists all over the United States. He teaches in several instruction courses at the Annual Meeting of the American Academy of Ophthalmology.

Because of his outstanding research, clinical ability, and international reputation, I strongly support his application for an immigrant visa. We need more physicians like Dr. ________ in the United States. If I can help in any other way, please, do not hesitate to contact me. Thank you very much for your attention and consideration.

Sincerely Yours,