

Instructions for completing the relevant sections of the I-140

The Form I-140 is used for many immigrant (i.e. permanent residency) petitions. The University files the I-140 for Outstanding Professor and Researcher (OPR) petitions (aka EB-1B) and for Members of Professions Holding an Advanced Degree petitions (aka EB-2) based on an approved Labor Certification. If you have any questions about the form, please call IFSS at 265-2257.

Part 1. Information about the person or organization filing this petition

Leave as pre-populated. Do NOT add your employee's name or add/subtract information from Part 1.

Part 2. Petition Type

Select either **(1.b.)** Outstanding Professor or Researcher or **(1.d.)** A member of the professions holding an advanced degree or an alien of exceptional ability (who is NOT seeking a National Interest Waiver) as appropriate.

- Only select **(1.d.)** if we have an approved Labor Certification
- If you select **(1.d.)**, cross out "an alien of exceptional ability" with your pen after you have printed out the form
- The University does not file any other type of petition using the Form I-140.

Do not select either **(2.a.)** or **(2.b.)**.

Part 3. Information About the Person for Whom You are Filing (the UW faculty or staff member)

- **(1.a.)** Family Name (last name)
 - NOTE: Must match the passport
- **(1.b.)** Given Name (first name)
 - NOTE: Must match the passport
- **(1.c.)** Full Middle Name
 - NOTE: Must match the passport
- **(2.a.-2.i.)** Address: Use their current personal home mailing address (not their campus work address)
 - Cannot be a Post Office Box (PO Box)
 - Leave blank the fields that are not applicable such as 2.g. and 2.h.
- **(3.)** Date of birth (mm/dd/yyyy) format
 - Note that many foreign passports use the format dd/mm/yyyy so confirm the date
- **(4.)** City/Town/Village of Birth
- **(5.)** State or Province of Birth
 - NOTE: There may not be a province of birth. If no province, leave blank.
- **(6.)** Country of Birth.
- **(7.)** Country of Citizenship/Nationality
 - Look at which country issued the passport to determine this information
- **(8.)** Alien Registration Number. (A-Number) (if any). At this point, most of our faculty do not have an A number.
 - Do not list the number on the EAD card from when the faculty was on OPT.
- **(9.)** Social Security Number

If in the individual is in the United States, complete **(10.-15.)**.

- **(10.)** Date of Last Arrival (mm/dd/yyyy) format

- This date is found on the I-94 card. The I-94 card must be printed off from www.cbp.gov/i94
- **(11a.)** I-94 card number
- **(11b.)** Expiration Date of Authorized Stay (mm/dd/yyyy) format.
 - Note: if the employee has not left the US and the UW extended the H-1B status, the end date will be on the I-94 card on the bottom of the I-797 approval notice
- **(11c.)** Status on I-94
 - If status is anything other than H-1B, please contact IFSS.
- **(12.)** Passport number
- **(13.)** Travel document number (for the majority of our employees, this will be left blank).
 - If the employee believes they have a travel document, please talk to IFSS.
- **(14.)** Country of Issuance for Passport or Travel Document
- **(15.)** Expiration date for Passport or Travel Document (mm/dd/yyyy) format

Part 4. Processing information

Complete the following for the person named in **Part 3 (1.a.-1.c.)**:

Select only **(1.a.)** or **(2.a.)**

- **(1.a.)** Alien will apply for a visa abroad.
 - It is extremely rare that the individual will apply for a visa abroad. Consult with IFSS if you believe this is the case.
- **(1.b.)** Leave blank
- **(1.c.)** Leave blank

- **(2.a.)** Alien is in the United States and will apply for adjustment of status to that of a lawful permanent resident. In the vast majority of cases, this is the box that is checked
- **(2.b.)** Individual's country of last permanent residence abroad

If you provided a United States address in **Part 3 (2.a-2.i.)**, provide the person's foreign address. As a non-immigrant, the employee must have ties to his home country. Therefore, we must list a foreign address. This address can be a family member's address. No mail will be sent here.

- **(3.a.)** Street Number and Name
- **(3.b.)** Apartment, Suite, Floor
- **(3.c.)** City or Town
- **(3.d.)** Province
- **(3.e.)** Postal Code
- **(3.f.)** Country

If the person's native alphabet is other than Roman letters, write the person's foreign name and address in the native alphabet. For example, all Indian, Chinese, Japanese, German, Greek citizens must complete this section. There are many others whose native alphabet does not use Roman letters and they too must complete this section.

This section is best completed by the employee after the form is printed out. The employee must then handwrite his name and address in his home country.

- **(4.a.)** Family Name (last name)
- **(4.b.)** Given Name (first name)
- **(4.c.)** Full Middle Name

Mailing Address in native alphabet, should be the foreign address listed in **Part 4 (3.a.-3.g.)**

- **(5.a.)** Street Number and Name
- **(5.b.)** Apartment, Suite, Floor
- **(5.c.)** City or Town
- **(5.d.)** Postal Code
- **(5.e.)** Province
- **(5.f.)** Postal Code
- **(5.g.)** Country

- **(6.a.)** Are you filing any other petitions or applications with this Form I-140?
 - NOTE: IFSS does not recommend filing multiple applications at one time. Contact IFSS if you select **Yes**.
- **(6.b.)** If **Yes**, check the appropriate boxes.
 - It is not recommended that individuals concurrently file the I-140 and I-485
- **(7.)** Is the person for whom you are filing in removal proceedings?
 - Self-explanatory, should be **No**.
- **(8.)** Has any immigrant visa petition ever been filed by or on behalf of this person?
 - If an I-140 has been filed, then this box must be checked **Yes**. If the individual has filed the I-140 on their own, please provide IFSS a copy of the receipt and/or approval notice.
- **(9.)** Please leave blank. Do not check any box.
- **(10.)** Please leave blank. Do not check any box.

If **Yes** was answered to Questions 6 through 10, provide IFSS with a copy of the I-797 receipt and/or approval notice.

Part 5. Additional Information about the Petitioner (the University is the Petitioner)

- **(1.a.-7.)** Leave as prepopulated.
- **(3.)** After printing out the form, please write 1849 as the date the UW established
- **(8.-10.)** Contact IFSS to get this information.
- **(11.-12.)** Do not enter any information.

Part 6. Basic Information about the Proposed Employment

- **(1.)** Job Title
 - Enter the official University title. NOTE: This title must be the same as the title on the Labor Certification if one was filed.
- **(2.)** SOC Code
 - Contact IFSS for this information
- **(3.)** Nontechnical Job Description
 - Self-Explanatory. For example teach graduate and undergraduate courses in Engineering, perform scholarly research and university service as appropriate.

- (4.) Full time position
 - Must be **Yes**.
- (5.) Leave blank. The UW only files permanent residency petitions for full time positions
- (6.) Permanent position
 - Must be **Yes**.
- (7.) Is this a new position?
 - To answer this question, ask yourself was a new PVL created? Was a new position created specifically for this individual?
- (8.) Wages
 - Must be equal to or greater than what is listed on the Labor Certification.

Worksite Location address where the person will work if different from address in Part 1.

- NOTE: This address must be the same work address as on the Labor Certification if one was filed.
- (9.a.) Work address Street Number and Name
- (9.b.) Apartment, Suite, Floor
- (9.c.) City or Town
- (9.d.) State
- (9.e.) Zip Code

Part 7. Information About the Spouse and All Children of the Person for Whom You Are Filing

For the spouse and each child, follow the same instructions

- (1.a.) List the Family Name (last name) of the spouse or child. It has been IFSS’s policy to list all children, even those that are US Citizens by birth.
- (1.b.) List the individual’s Given Name (first name)
- (1.c.) List the individual’s full Middle Name
- (2.) Be sure to list the date of birth in (mm/dd/yyyy) format.
- (3.) List the individual’s Country of Birth
- (4.) Relationship
- (5.-6.) Applying for adjustment of status? Applying for visa abroad?
 - If the spouse will file the I-485 eventually, check **Yes** to “applying for adjustment of status” and **No** to “applying for a visa abroad”.
 - If the spouse is outside the US and will need a visa from a US Consulate, check **No** to “applying for adjustment of status” and **Yes** to “applying for a visa abroad”.
 - If the children are US Citizens, check **No** to “applying for adjustment of status” and **No** to “applying for visa abroad”.

Part 8. Statement, Contact Information, Declaration, Certification, and Signature of Petitioner or Authorized Signatory and Signature

- (1.a.) Leave as is.
- (1.b.) Leave as is.
- (2.) Leave as is.

Authorized Signatory’s Contact Information (Department Chair’s information)

- (3.a.) Leave as is.
- (3.b.) Leave as is.

- (4.) Leave as is.
- (5.) Leave as is.
- (6.) Leave as is.
- (7.) Leave as is.

Petitioner's or Authorized Signatory's Signature

- (8.a.) Leave as is. IFSS will sign here.
- (8.b.) Leave as is.

Part 9. Interpreter's Contact Information, Certification, and Signature

- Leave blank.

Part 10. Contact Information, Declaration, and Signature of the Person Preparing this Petition, if Other Than the Authorized Individual.

- Leave blank.

Part 11. Additional Information

- This section will only need to be filled if you answered **Yes** to any question in **Part 4 (6.a.-10.)**. You should contact IFSS if you think any of those questions should be answered **Yes**.