



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

PERMANENT RESIDENCE
NATIONAL INTEREST WAIVER
EMPLOYEE CHECKLIST & QUESTIONNAIRE
(FY 2017)

Please return the completed forms and all supporting documents by mail or email to:

TTUHSC Human Resources
International Employment Services
3601 4th Street, STOP 8100
Lubbock, TX 79430
Ph: (806) 743-2865
Email: IES@ttuhsc.edu

EMPLOYEE INFORMATION – PERMANENT RESIDENCE (NATIONAL INTEREST WAIVER)

The National Interest Waiver category requires TTUHSC to establish that (1) the Employee's proposed endeavor in the USA has both substantial merit and national importance; (2) the Employee is well positioned to advance the proposed endeavor, and; (3) on balance, it would be beneficial to the USA to waive the permanent labor certification requirements. At least THREE and preferably FOUR or FIVE of the following must be provided to USCIS:

1. An official academic record showing a Ph.D., Master's or Bachelor's degree related to the area of exceptional ability. If Bachelor's degree is the highest degree attained, employee will also need to show 5 years of progressive post baccalaureate experience in the field through employment letters.
2. Evidence of the receipt of major prizes or awards for achievement in the academic field
3. Evidence of authorship of scholarly books or articles in scholarly journals (first two pages of each publication/journal only)
4. Evidence of membership in associations in the academic field
5. Letters from distinguished members of the academic field who can attest to the significant contributions you have made to the industry or field. Please include full CV of each writer. Some but not all letters should come from TTUHSC faculty and journal/research collaborators. A good option is to see or request a letter from persons who cite your work often but have never collaborated with you.
6. A copy of the license or certification necessary to practice in the field (if applicable)
7. Evidence of a salary that demonstrates exceptional ability (i.e. a higher salary than the industry norm)
8. Letters from current or former employers showing at least ten years of full-time experience in the occupation being sought.

In addition to the above, if you have any of the following please also include them with the rest of your documents:

9. Evidence of original scientific or scholarly research contributions to the academic field; copyrights or patents
10. Evidence of published material in professional publications written by others about the Foreign Employee's work in the academic field
11. Evidence of participation on a panel or individually as the judge of the work of others in the same or related academic field
12. Evidence of oral presentations or poster presentations

EMPLOYEE QUESTIONNAIRE & CHECKLIST – NATIONAL INTEREST WAIVER

- ☐ Employee Questionnaire with all questions answered
- ☐ Curriculum vitae (CV)
- ☐ Last diploma received (PhD/Masters/Baccalaureate) and transcripts (if your most recent diploma does not relate directly to your duties with prospective hiring department, please contact IES)
- ☐ Certified English translation of diploma and transcripts
- ☐ Academic credential evaluation for highest non-US degree(s)
 - o IES, please arrange for this service on my behalf
- ☐ Current passport biographical data page
- ☐ Current passport page showing passport expiration date
- ☐ Current US non-immigrant visa (if physically present in USA)
- ☐ Current [I-94 document](#)
- ☐ All prior Form I-797s showing USCIS approval notices of previous applications or petitions.
- ☐ Evidence of any immigrant visa petition or labor certification application of which you are a direct beneficiary
- ☐ Evidence of any application to adjust to permanent resident status (i.e. I-485 receipt)
- ☐ If you ever held J-1 or J-2 status in the past, provide a copy of all DS-2019 or IAP-66 documents
- ☐ If you ever held J-1 or J-2 status in the past, and were subject to 212(e) the two year home residency requirement, provide a copy of J-1 waiver approval (I-612 approval) or J-1 waiver recommendation letter
- ☐ New employees already in H-1B status with a different employer must provide last two months of pay statements
- ☐ Citations list with summary of article/journal/publication where your work has been cited.
- ☐ Evidence of prior work experience (if prior work experience needed for position) in the form of employment letters confirming the required experience.
- ☐ Statement of Research describing your work in the field. The statement needs to be clear but detailed and written in a way that an average honors-level high school student would understand it. Explain your area of research, your specific role and/or contributions to the research and the importance of the research to the USA (or internationally).

• If you currently have or ever had a J-1 or J-2 visa/status, and this is your first H-1B filing, also include:

- ☐ Copy of I-612 approval notice showing §212(e) waiver
- ☐ Copy of all IAP-66, DS-2019 documents

• If you currently have an F-1 or F-2 visa/status, and this is your first H-1B filing, also include:

- ☐ Copy of all I-20 documents
- ☐ Copy of EAD (Optional Practical Training - OPT) card

• If you are a Medical Resident, Clinical Fellow, or Physician also enclose:

- ☐ Scores for USMLE Steps 1, 2 and 3
- ☐ ECFMG Certificate
- ☐ Copy of State Medical License
- ☐ Evidence of BC/BE

EMPLOYEE QUESTIONNAIRE

Please answer all questions completely to avoid delays. If the answer to a question is NONE or NOT APPLICABLE, please state 'None' or 'N/A'. Do not leave any blanks. Type onscreen or print clearly.

Name: (Last, First, Middle)	
Home Address & Telephone Number:	Ph:
All Other Names Used:	
E-mail Address:	
Date of Birth:	
Country of Birth:	
Country of Citizenship:	
City/Province of Birth:	
Social Security No.:	
'A' Number (if any):	
Passport Number:	
Passport Issue Date:	
Passport Expiration Date:	
Date of Last Arrival in USA: (mm/dd/yyyy)	
Current Visa Status:	
Foreign Address:	
Are you currently in Removal Proceedings (exclusion or deportation proceedings):	<input type="checkbox"/> Yes <input type="checkbox"/> No

Employee Signature: _____ Date: _____

EMPLOYEE FAMILY CHECKLIST & QUESTIONNAIRE

Each family member, even those NOT seeking permanent residence status, must be listed below. US citizen children should also be listed. Please add additional sheets if necessary. Please answer all questions completely to avoid delays. If the answer to a question is NONE or NOT APPLICABLE, please state 'NONE' or 'N/A'. Do not leave any blanks. Type on-screen or print clearly.

Spouse's Full Name: (Last, First, Middle)	
Country of Birth:	
Country of Citizenship:	
Date of Birth:	

Child #1 Full Name: (Last, First, Middle)	
Country of Birth:	
Country of Citizenship:	
Date of Birth:	

Child #2 Full Name : (Last, First, Middle)	
Country of Birth:	
Country of Citizenship:	
Date of Birth:	

Child #3 Full Name: (Last, First, Middle)	
Country of Birth:	
Country of Citizenship:	
Date of Birth:	

Employee Family Member Signature: _____ Date: _____