



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

PERMANENT RESIDENCE
OUTSTANDING RESEARCHER OR PROFESSOR
EMPLOYEE CHECKLIST & QUESTIONNAIRE
(FY 201**8**)

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 – OUTSTANDING RESEARCHER or PROFESSOR

The Outstanding Professor or Researcher category requires TTUHSC to provide evidence that the professor or researcher is nationally or internationally recognized as outstanding in the academic field specified in the petition.

At least THREE, and preferably FOUR or more, of the following must be provided to USCIS:

1. Evidence of the receipt of major prizes or awards for outstanding achievement in the academic field
2. Evidence of authorship of scholarly books or articles, in scholarly journals with international circulation in the academic field (only the first three pages of each publication are needed)
3. Evidence of membership in associations in the academic field which require outstanding achievements of their members
4. Evidence of original scientific or scholarly research contributions to the academic field; copyrights or patents
5. Evidence of published material in professional publications written by others about the Foreign Employee's work in the academic field
6. Evidence of participation on a panel or individually as the judge of the work of others in the same or related academic field
7. Evidence of oral presentations and/or poster presentations
8. Letters from distinguished members of the academic field who can attest to the outstanding quality of the Foreign Employee's work and his/her international recognition. Please include CV of each writer.

In addition, every employee must provide employment letters proving at least three years of full-time work experience post-graduate degree, or evidence that you were considered outstanding during your graduate studies program.

*Note that 'international' means at least one country other than the USA and foreign country of residence.

CHECKLIST – OUTSTANDING RESEARCHER OR PROFESSOR

ONLY ONE CLEAR PHOTOCOPY OF EACH DOCUMENT IS REQUIRED, UNLESS OTHERWISE INDICATED.

- ☐ Fully completed Employee Questionnaire
- ☐ Curriculum vitae (CV)
- ☐ Last diploma received (PhD/Masters/Baccalaureate) and transcripts
- ☐ Certified English translation of diploma and transcripts
- ☐ Academic credential evaluation (for non-US degree(s) see below)
- ☐ Citations list with summary of articles that cited your work.
- ☐ For researchers only: a Statement of Research describing your work in the field. The statement needs to be clear but detailed and written so that an average honors-level high school student would understand it. Explain your area of research and your specific role and/or contributions to the research. Also explain the importance of the research to the USA or on a global scale.
- ☐ Current passport biographical data page and page showing passport expiration (if different)
- ☐ Current US non-immigrant visa (if physically present in USA)
- ☐ Current [I-94 document](#)
- ☐ All Forms I-797 - USCIS approval of previous applications or petitions relating to your status in the U.S.

If you currently have a J-1 or J-2 visa/status, 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, 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 include:

- ☐ Scores for USMLE Steps 1, 2 and 3
- ☐ ECFMG Certificate
- ☐ Copy of State Medical License
- ☐ Copy of Residency Completion Certificate
- ☐ Evidence of Board Certification or Board Eligibility

EMPLOYEE QUESTIONNAIRE – OUTSTANDING RESEARCHER or PROFESSOR

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:	
Current Visa Status:	
Foreign Address:	
Are you currently in Removal Proceedings (exclusion or deportation proceedings):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Preferred US Consulate:	

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: _____