

## EB-2 Teaching Request Form

**\*Please submit via UH FileDrop\***

EB-2 beneficiary: \_\_\_\_\_

Was the position vacant or new at selection?  Vacant  New [Premium processing service?](#)  No  Yes

**Prepare and attach the following documents:**

- [Employer's statement](#), signed by an official with hiring authority, detailing the competitive recruitment and selection process.
- NeoGov screening summary sheet and NeoGov ad or list of all applicants and job-related reasons for rejection.
- [Documentation of ads](#): All ads must be identical. For print ads, provide copies of the full pages (top to bottom) on which the ads are posted; for web ads, posting dates, print dates, and URLs must be on the printouts.
  - National professional journal ad: Must fully describe the job (title, duties, MQs, DQs, application instructions, etc.)  
Journal ad must be posted:
    - In one print issue of a relevant national professional journal or
    - For 30 days on the website of a relevant national professional journal.
  - All other ads posted, if any (NeoGov, newspaper, listserv emails, etc.)
- Copy of the employment offer letter for the position
- Copy of the diploma and transcript for the highest degree conferred (must state field in which degree was obtained)
- [Employment certification letters](#): (1) Letter from UH, (2) letters from all other employers in the last three years, and, if applicable, (3) letters certifying all other qualifying employment. Letters must include the following: employment dates (month and year), position titles, number of hours/week, and descriptions of duties. Together, the letters must show that the person met all MQs and DQs before being selected for the UH position.
- [EB-2/EB-3 Information Form](#), completed by the beneficiary
- Updated curriculum vitae, including a list of publications
- [Letter certifying the hiring unit's ability to pay the offered salary](#) – include a brief description of the AO/FA's responsibilities, the unit's total budget, and a statement that the unit has sufficient funds to pay the salary for the duration of employment.
- For non-appropriated UH positions: [Confirmation of "permanent" position](#) – employment contract must be renewable at least one year at a time and the need and funding for the position must be ongoing and stable.
- Copy of current PNF with valid appointment dates
- Current [I-94 record](#) from CBP's [website](#)
- Full English translations and [translator's certification\(s\)](#) of any documents not written in English

University of Hawai'i departments submitting EB-2/EB-3 requests must comply with University policies and procedures and with U.S. laws, regulations, and policies. Signatures below indicate the department's recognition of these responsibilities.

Department chair's signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

Dean's/Dir's signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

HR specialist: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_