

EB-1 Request Form

Please submit one-sided copies and do not use paper clips, staples, tape, post-its, etc. to bind the documents

EB-1 beneficiary: _____

Was the position vacant or new at selection? Vacant New **Premium processing service?** No Yes

Prepare and attach the following documents:

- Copy of offer letter
- If the employee has worked at UH for less than three years, include [employment certification letters](#) from former employers to establish at least three years of postdoctoral teaching or research experience in the academic field. Letters must be on letterhead. Note: Teaching/research experience gained while working on an advanced degree will count toward the three years if he/she now has the degree and (1) had sole responsibility for the class or (2) the research conducted toward the degree has been internationally recognized within the academic field as outstanding.
- Copy of the diploma and transcript for the highest degree conferred (must state field in which degree was obtained)
- 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.
- Copy of current PNF with valid appointment dates
- Current [I-94 record](#) from CBP's [website](#)

Before completing the section below, review the EB-1 eligibility and documentation requirements at: www.manoa.hawaii.edu/fsis/eb1#step1

- Informal written summary identifying the documents being submitted in each category and clearly explaining the significance of each. Indicate the categories in which evidence is being submitted below:
 - A. Receipt of major prizes or awards for outstanding achievement in the academic field
 - B. Membership in associations in the academic field which require outstanding achievements of their members
 - C. Published material in professional publications written by others about the person's work in the academic field
 - D. Participation on a panel or individually as the judge of the work of others in the same or an allied academic field
 - E. Original scientific or scholarly research contributions to the academic field (**required**)
 - F. Authorship of scholarly books or articles, in scholarly journals with international circulation, in the academic field
 - Comparable evidence of outstanding international achievements in the academic field
- Full English translations and [translator's certification\(s\)](#) of any documents not written in English

University of Hawai'i departments submitting EB-1 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: _____