

## 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:**

- (01) EB-2 Teaching Request Form
- (02) **Employer's statement**, signed by an official with hiring authority, detailing the competitive recruitment and selection process.
- (03) NeoGov screening summary sheet and NeoGov ad **or** list of all applicants and job-related reasons for rejection.
- (04) **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.)
- (05) Copy of the employment offer letter for the position
- (06) Copy of the diploma **and** transcript for the highest degree conferred (must state field in which degree was obtained)
- (07) **Employment certification letters**: (1) Letter from UH, (2) letters from all other (1) 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.
- (08) **EB-2/EB-3 Information Form**, completed by the beneficiary
- (09) Updated curriculum vitae, including a list of publications
- (10) **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.
- (11) 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.
- (12) Copy of current PNF with valid appointment dates
- (13) Current **I-94 record** from CBP's **website**
- (14) 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: \_\_\_\_\_