**General Application Procedures in the EB-1 Category**

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The EB-1 Outstanding Researcher or Professor category is reserved for professors or researchers who are recognized internationally as outstanding in their academic field, and who have at least three years of post PhD teaching or research experience in the field.

To qualify for LPR via this category, the applicant must have an offer of a tenure-track teaching position or permanent research position. In addition, evidence qualifying as an Outstanding Researcher or Professor include:

* Receipt of major prizes or awards
* Membership in associations which require achievements
* Published materials about the applicant
* Citations, authorship of scholarly books, articles, chapters
* All forms of review (journal submissions, grant proposals)
* Evidence of “oral publications” (prestigious meetings/conferences)

**Step 1:** The Employee and the Department consult with OIPS Faculty & Scholar Team to discuss the case, requirements, timelines, costs, expectations and procedures.

**Step 2:** Thosewho meet the criteria and who believe they may meet the qualifications for the EB-1B category submit LPR Initiation Form and LPR Financial Agreement Letter to OIPS. OIPS provides detailed instructions on this and electronic versions of both documents.

PROCESS and FEES \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Budget must be approved by the Office of the Attorney General (OAG) before official process starts. Budgets are approved on a case-by-case basis
* Department typically pays up to $5, 000 of the legal fees and employee pays remaining legal fees and filing fees, including Premium Processing fee
* Department completes LPR Packet and Financial Agreement and sends both documents to OIPS
* Department creates Purchase Order # and notifies OIPS
* Invoices for legal fees are submitted by the law firm to OIPS. Then OIPS sends fully approved invoices to the Department and Accounts Payable. Invoice is submitted after each step of the process after Immigration Attorneys complete their job.

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| **Amount** | **Purpose** | **Typically Paid by** | **Approximate Timeline** |
| $4,500 Legal Fee$700 Filing Fee$1,440 | **I-140** Immigrant Petition for Alien WorkerPremium processing is an optional service which allows petitioners to request 15-day processing of c employment-based immigration benefit. e (Optional) | DepartmentEmployeeEmployee | 4-6 months  |
| $2,000-Legal Fee$1225-Filing Fee (per adult)Spouse and children can be added at this stage:$1,410 for adult or child 14 and older $750 for children under the age of 14+ biometrics $85 each person | **I-485** Application to Register Permanent Residence or Adjust Status filed after I-140 is approved | DepartmentEmployee | 4-6 months  |

**After a Green Card is granted employee must inform OIPS, HR and International Tax Office.**