



OFFICE OF INTERNATIONAL SERVICES

University Center for International Studies
University of Pittsburgh

EB-1B Recommendation Letter Template for Experts

To the Expert:

Thank you for agreeing to write this letter on behalf of our scholar. The EB1B is utilized for scholars with a minimum of three years' experience in the field, and who have fulfilled at least two of the criteria listed below. Letters from experts such as yourself are extremely important to establish that the scholar's work satisfies these requirements.

Please use the following template and use official letterhead.

[Date]

USCIS Texas Service Center

Attn: I-140

6046 Belt Line Rd. Irving, TX 75038

RE: I-140 (EB-1B) by the University of Pittsburgh ("Pitt")

BENEFICIARY: (Name of Outstanding Professor/Researcher)

Dear Immigration Services Officer:

PARAGRAPH 1: Provide opening statement. Example: I write to support the University of Pittsburgh's (Pitt's) petition for (Name of Outstanding Professor/Researcher) to become a permanent resident of the United States. As this letter will show, Dr. _____ is an outstanding researcher and scientist in the field of _____, and the United States has been fortunate to recruit him/her.

SECTION 2: Introduce yourself. Spell out the things that make you an expert in the field. Provide your educational degrees, your experience, and your specific areas of expertise, with evidence that you are respected in the field. Attach a short CV or biography of yourself.

Example: I am the Director/Dean/Department Head... of the _____ of the _____ in [CITY, COUNTRY]. I am Professor of _____ at the School of Medicine of the _____. I am a member of academic societies for _____ (name them). I am a reviewer for the prominent peer-reviewed journals in the field of _____, such as [name them]. Continue background/biographical paragraph of reviewer, including boards, appointments.

SECTION 3: Explain how and why you are familiar enough with the beneficiary's work to evaluate it. If the two of you have worked closely together, talk about the work you did together, but also about the work that s/he on their own apart from this work. Dwell on the things that are unique about the beneficiary's work. Example: I do/do not know Dr. _____ personally. One of Dr. _____'s most important contributions was his/her publication in [journal] about [topic]. This research changed the field/caused me to rethink X/received international acclaim for/was heavily cited because . . . e.g., For the first time, because of what s/he found, it was possible to determine The ultimate goal of Dr. _____'s research is

Continue on to make statements about the individual's work in relation to any of the following six criteria identified by the USCIS as evidence of an "outstanding" professor or researcher having national and international renown. If possible, give specific examples (dates, names, places, etc.) regarding the categories. Please do NOT try to fill something in for every category, but instead identify the top two or three categories that you believe are strongest or most relevant to the work you know about. The six categories are:



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1. Receipt of major prizes or awards for outstanding achievement. What was the award, grant or fellowship? What are the criteria or selection process for the recipient?
2. Membership in organizations that require outstanding achievement as criteria for membership. Discuss the organizations to which the individual has been nominated or elected and, if you know about it, please describe the nomination/election process. Explain how the beneficiary's work contributed to his/her election to this position.
3. Published material in professional publications written by others about the scholar's work in the academic field. Have other writers published works based on the scholar's research? Are you aware of articles written about the scholar? Has his/her work been cited by other important people in the field? Has the individual's work been cited frequently?
4. Participation, either on a panel or individually, as a judge of the work of others in the same or similar field. Have you asked the individual to review papers for journals or for presentation at international conferences? Are you aware of the scholar having served on panels at international conferences? Has s/he served on dissertation committees that you know about?
5. Original scientific or scholarly research contributions in the field. Please describe the individual's work using words such as "original," "new discovery," "breakthrough," "new technique/method/standard," "opened novel areas of research," etc.
6. Authorship of scholarly books or articles (in scholarly journals with international circulation) in the field. Does the scholar have a significant publication record in terms of important contributions or number of publications? Please explain why these publications and presentations are significant.

CONCLUSION: Wrap up with a short statement, supporting the petition, using words such as, "based on his/her outstanding research contributions and..... I strongly support Pitt's petition for permanent residence...." (Preferably don't use these exact words since we don't want 7 letters that sound exactly the same, but use words like outstanding, unique, exemplary....) End with something like, "If I can help in any other way, please, do not hesitate to contact me. Thank you very much for your attention and consideration."

Sincerely yours,

[NAME, TITLE, DEPARTMENT/INSTITUTION]