

**Instructions for I-140, Immigrant  
Petition for Alien Worker****Instructions**

Please read these instructions carefully to properly complete this form. If you need more space to complete an answer, use a separate sheet(s) of paper. Write your name and Alien Registration Number (A #), if any, at the top of each sheet of paper and indicate the part and number of the item to which the answer refers.

**What Is the Purpose of This Form?**

This form is used to petition U.S. Citizenship and Immigration Services (USCIS) for an immigrant visa based on employment.

**Who May File This Form I-140?****A U.S. employer may file this petition for:**

1. An outstanding professor or researcher, with at least three years of experience in teaching or research in the academic area, who is recognized internationally as outstanding:
  - A. In a tenured or tenure-track position at a university or institution of higher education to teach in the academic area; or
  - B. In a comparable position at a university or institution of higher education to conduct research in the area; or
  - C. In a comparable position to conduct research for a private employer that employs at least three persons in full-time research activities and which achieved documented accomplishments in an academic field.
2. An alien who, in the three years preceding the filing of this petition, has been employed for at least one year by a firm or corporation or other legal entity and who seeks to enter the United States to continue to render services to the same employer, or to a subsidiary or affiliate, in a capacity that is managerial or executive.
3. A member of the professions holding an advanced degree or an alien with exceptional ability in the sciences, arts, or business who will substantially benefit the national economy, cultural or educational interests, or welfare of the United States.
4. A skilled worker (requiring at least two years of specialized training or experience in the skill) to perform labor for which qualified workers are not available in the United States.
5. A member of the professions with a baccalaureate degree.

6. An unskilled worker (requiring less than two years of specialized training or experience) to perform labor for which qualified workers are not available in the United States.

In addition, a person may file this petition on his or her own behalf if he or she:

1. Has extraordinary ability in the sciences, arts, education, business, or athletics demonstrated by sustained national or international acclaim, whose achievements have been recognized in the field; or
2. Is a member of the profession holding an advanced degree or is claiming exceptional ability in the sciences, arts, or business, and is seeking an exemption of the requirement of a job offer in the national interest (NIW).

**General Instructions.****Step 1. Fill Out the Form I-140**

1. Type or print legibly in black ink.
2. If extra space is needed to complete any item, attach a continuation sheet, indicate the item number, and date and sign each sheet.
3. Answer all questions fully and accurately. State that an item is not applicable with "N/A." If the answer is none, write "none."

**Step 2. General requirements****Initial Evidence.**

1. *If you are filing for an alien of extraordinary ability in the sciences, arts, education, business or athletics:*

You must file your petition with evidence that the alien has sustained national or international acclaim and that the achievements have been recognized in the field of expertise.

- A. Evidence of a one-time achievement (i.e., a major, internationally recognized award); or

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**B.** At least three of the following:

1. Receipt of lesser nationally or internationally recognized prizes or awards for excellence in the field of endeavor;
2. Membership in associations in the field which require outstanding achievements as judged by recognized national or international experts;
3. Published material about the alien in professional or major trade publications or other major media;
4. Participation on a panel or individually as a judge of the work of others in the field or an allied field;
5. Original scientific, scholarly, artistic, athletic, or business-related contributions of major significance in the field;
6. Authorship of scholarly articles in the field, in professional or major trade publications or other major media;
7. Display of the alien's work at artistic exhibitions or showcases;
8. Evidence that the alien has performed in a leading or critical role for organizations or establishments that have distinguished reputations;
9. Evidence that the alien has commanded a high salary or other high remuneration for services;
10. Evidence of commercial successes in the performing arts, as shown by box office receipts or record, cassette, compact disk, or video sales.

**C.** If the above standards do not readily apply to the alien's occupation, you may submit comparable evidence to establish the alien's eligibility; and

**D.** Evidence that the alien is coming to the United States to continue work in the area of expertise. Such evidence may include letter(s) from prospective employer(s), evidence of prearranged commitments such as contracts, or a statement from the alien detailing plans on how he or she intends to continue work in the United States.

**2. A U.S. employer filing for an outstanding professor or researcher must file the petition with:**

- A.** Evidence that the professor or researcher is recognized internationally as outstanding in the academic field specified in the petition. Such evidence shall consist of at least two of the following:
1. Receipt of major prizes or awards for outstanding achievement in the academic field;

2. Membership in associations in the academic field, which require outstanding achievements of their members;
3. Published material in professional publications written by others about the alien's work in the academic field;
4. Participation on a panel, or individually, as the judge of the work of others in the same or an allied academic field;
5. Original scientific or scholarly research contributions to the academic field; or
6. Authorship of scholarly books or articles, in scholarly journals with international circulation, in the academic field.

**B.** Evidence the beneficiary has at least three years of experience in teaching and/or research in the academic field; and

**C.** If you are a university or other institution of higher education, a letter indicating that you intend to employ the beneficiary in a tenured or tenure-track position as a teacher or in a permanent position as a researcher in the academic field; or

**D.** If you are a private employer, a letter indicating that you intend to employ the beneficiary in a permanent research position in the academic field, and evidence that you employ at least three full-time researchers and have achieved documented accomplishments in the field.

**3. A U.S. employer filing for a multinational executive or manager must file the petition with a statement which demonstrates that:**

- A.** If the worker is now employed outside the United States, that he or she has been employed outside the United States for at least one year in the past three years in an executive or managerial capacity by the petitioner or by its parent, branch, subsidiary or affiliate; or, if the worker is already employed in the United States, that he or she was employed outside the United States for at least one year in the three years preceding admission as a nonimmigrant in an executive or managerial capacity by the petitioner or by its parent, branch, subsidiary or affiliate;
- B.** The prospective employer in the United States is the same employer or a subsidiary or affiliate of the firm or corporation or other legal entity by which the alien was employed abroad;

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- C. The prospective United States employer has been doing business for at least one year; and
  - D. The alien is to be employed in the United States in a managerial or executive capacity. A description of the duties to be performed should be included.

**4. A U.S. employer filing for a member of the professions with an advanced degree or a person with exceptional ability in the sciences, arts or business must file the petition with:**

- A. A labor certification (see **General Evidence**), or a request for a waiver of a job offer because the employment is deemed to be in the national interest, with documentation provided to show that the beneficiary's presence in the United States would be in the national interest; and either:
  - 1. An official academic record showing that the alien has a U.S. advanced degree or an equivalent foreign degree, or an official academic record showing that the alien has a U.S. baccalaureate degree or an equivalent foreign degree and letters from current or former employers showing that the alien has at least five years of progressive post- baccalaureate experience in the specialty; or
  - 2. At least three of the following:
    - a. An official academic record showing that the alien has a degree, diploma, certificate, or similar award from an institution of learning relating to the area of exceptional ability;
    - b. Letters from current or former employers showing that the alien has at least ten years of full-time experience in the occupation for which he or she is being sought;
    - c. A license to practice the profession or certification for a particular profession or occupation;
    - d. Evidence that the alien has commanded a salary, or other remuneration for services, which demonstrates exceptional ability;
    - e. Evidence of membership in professional associations; or
    - f. Evidence of recognition for achievements and significant contributions to the industry or field by peers, governmental entities, or professional or business organizations.
- 3. If the above standards do not readily apply to the alien's occupation, you may submit comparable evidence to establish the alien's eligibility.

**5. A U.S. employer filing for a skilled worker must file the petition with:**

- A. A labor certification (see **General Evidence**); and
- B. Evidence that the alien meets the educational, training, or experience and any other requirements of the labor certification (the minimum requirement is two years of training or experience).

**6. A U.S. employer filing for a professional must file the petition with:**

- A. A labor certification (see **General Evidence**);
- B. Evidence that the alien holds a U.S. baccalaureate degree or equivalent foreign degree; and
- C. Evidence that a baccalaureate degree is required for entry into the occupation.

**7. A U.S. employer filing for an unskilled worker must file the petition with:**

- A. A labor certification (see **General Evidence**); and
- B. Evidence that the beneficiary meets any education, training, or experience requirements required in the labor certification.

**General Evidence.**

**1. Labor certification.**

Petitions for certain classifications must be filed with a certification from the U.S. Department of Labor or with documentation to establish that the alien qualifies for one of the shortage occupations in the Department of Labor's Labor Market Information Pilot Program or for an occupation in Group I or II of the Department of Labor's Schedule A.

A certification establishes that there are not sufficient workers who are able, willing, qualified, and available at the time and place where the alien is to be employed and that employment of the alien, if qualified, will not adversely affect the wages and working conditions of similarly employed U.S. workers. Application for certification is made on Form ETA-750 and is filed at the local office of the State Employment Service. If the alien is in a shortage occupation, or for a Schedule A/Group I or II occupation, you may file a fully completed, uncertified Form ETA-750 in duplicate with your petition for determination by the USCIS that the alien belongs to the shortage occupation.

**NOTE:** When filing for a Schedule A/Group I or II occupation, the petitioner must include evidence of having complied with the Department of Labor regulations at 20 CFR 656.222(b)(2), which require that the position or positions be properly posted for a minimum of ten consecutive days.

## 2. *Ability to pay wage.*

Petitions which require job offers must be accompanied by evidence that the prospective U.S. employer has the ability to pay the proffered wage. Such evidence shall be in the form of copies of annual reports, federal tax returns, or audited financial statements.

In a case where the prospective U.S. employer employs 100 or more workers, a statement from a financial officer of the organization which establishes ability to pay the wage may be submitted. In appropriate cases, additional evidence, such as profit/loss statements, bank account records, or personnel records, may be submitted.

**Translations.** Any document containing foreign language submitted to the Service shall be accompanied by a full English language translation which the translator has certified as complete and accurate, and by the translator's certification that he or she is competent to translate from the foreign language into English.

**Copies.** Unless specifically required that an original document be filed with an application or petition, an ordinary legible photocopy may be submitted. Original documents submitted when not required will remain a part of the record, even if the submission was not required.

## Where To File?

### Updated filing Address Information

The filing addresses provided on this form reflect the most current information as of the date this form was last printed. If you are filing Form I-140 more than 30 days after the latest edition date shown in the lower right-hand corner, please visit us online at [www.uscis.gov](http://www.uscis.gov) before you file, and check the Forms and Fees page to confirm the correct filing address and version currently in use. Check the edition date located in the lower right-hand corner of the form. If the edition date on your Form I-140 matches the edition date listed for Form I-140 on the online Forms and Fees page, your version is current and will be accepted by USCIS. If the edition date on the online version is later, download a copy and use the online version. If you do not have Internet access, call Customer Service at 1-800-375-5283 to verify the current filing address and edition date. **Improperly filed forms will be rejected, and the fee returned, with instructions to resubmit the entire filing using the current form instructions.**

### Where to File

#### E-Filing Form I-140

Certain Form I-140 filings may be electronically filed (E-Filed) with USCIS. Please view our website at [www.uscis.gov](http://www.uscis.gov) for a list of who is eligible to e-file this form and instructions.

#### Premium Processing

If you are requesting Premium Processing Services for Form I-140, you must also file Form I-907, Request for Premium Processing Service. Send the Forms I-140 and I-907 together to the address listed in the [Form I-907 filing instructions](#).

**NOTE:** Before you file the I-907/I-140 package, please check the Premium Processing Service page, a link to which can be found on the "Services & Benefits" page, on the USCIS website at [www.uscis.gov](http://www.uscis.gov) to determine whether you may request Premium Processing for the requested classification.

#### Premium Processing Service for a Form I-140 that is Pending

If you have already filed Form I-140, and you wish to request Premium Processing Service, file Form I-907 with the Service Center where Form I-140 is pending. See Form I-907 for further instructions. Include a copy of Form I-797, Notice of Action, or a copy of the transfer notice, if applicable, showing the location of the relating petition. To ensure that Form I-907 is matched up with the pending Form I-140, you must completely answer questions 1 through 5 in Part 2 of Form I-907. If this information is not provided, Form I-907 will be rejected.

#### Processing Form I-140

All Forms I-140 are filed either at the Nebraska Service Center or the Texas Service Center, depending on the location of the beneficiary's permanent employment. Before you file, note the different filing addresses. Failure to follow these instructions may result in your application or petition being rejected, delayed, or denied.

#### Nebraska Service Center Filings

File Form I-140 with the Nebraska Service Center if the beneficiary will be employed permanently in:

Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin or Wyoming.

For Form I-140 filed alone, mail the form to:

**USCIS Nebraska Service Center**  
P.O. Box 87140  
Lincoln, NE 68501-7140

For Form I-140 filed concurrently with Form I-485,  
Application to Register Permanent Residence or Adjust  
Status, mail your forms package to:

**USCIS Nebraska Service Center**  
P.O. Box 87485  
Lincoln, NE 68501-7485

### **Texas Service Center Filings**

File Form I-140 with the Texas Service Center if the  
beneficiary will be employed permanently in:

Alabama, Arkansas, Connecticut, Delaware,  
the District of Columbia, Florida, Georgia,  
Kentucky, Louisiana, Maine, Maryland,  
Massachusetts, Mississippi, New  
Hampshire, New Jersey, New Mexico, New  
York, North Carolina, South Carolina,  
Oklahoma, Pennsylvania, Puerto Rico,  
Rhode Island, Tennessee, Texas, Vermont,  
Virginia, U.S. Virgin Islands or West  
Virginia.

For Form I-140 filed alone, or concurrently with Form I-485,  
Application to Register Permanent Residence or Adjust  
Status, mail your forms package to:

**USCIS Texas Service Center**  
P.O. Box 852135  
Mesquite, TX 75185

### **Note on E-Filing**

If you are e-filing this application, it will automatically be  
routed to the appropriate Service Center, and you will receive  
a receipt indicating the location to which it was routed. This  
location may not necessarily be the same center shown in the  
filing addresses listed above. For e-filed applications, it is  
very important to review your filing receipt and make specific  
note of the receiving location. All further communication,  
including submission of supporting documents, should be  
directed to the receiving location indicated on your e-filing  
receipt.

### **What Is the Filing Fee?**

The filing fee for a Form I-140 is **\$475.00**.

Use the following guidelines when you prepare your check or  
money order for the Form I-140 fee:

1. The check or money order must be drawn on a bank or  
other financial institution located in the United States and  
must be payable in U.S. currency; and
2. Make the check or money order payable to **U.S.  
Department of Homeland Security**, unless:
  - A. If you live in Guam and are filing your petition  
there, make it payable to **Treasurer, Guam**.
  - B. If you live in the U.S. Virgin Islands and are filing  
your petition there, make it payable to  
**Commissioner of Finance of the Virgin Islands**.

**NOTE:** Please spell out U.S. Department of Homeland  
Security; do not use the initials "USDHS" or "DHS."

**Notice to Those Making Payment by Check.** If you send us  
a check, it will be converted into an electronic funds transfer  
(EFT). This means we will copy your check and use the  
account information on it to electronically debit your account  
for the amount of the check. The debit from your account will  
usually take 24 hours, and will be shown on your regular  
account statement.

You will not receive your original check back. We will  
destroy your original check, but we will keep a copy of it. If  
the EFT cannot be processed for technical reasons, you  
authorize us to process the copy in place of your original  
check. If the EFT cannot be completed because of  
insufficient funds, we may try to make the transfer up to two  
times.

### **How to Check If the Fees Are Correct.**

The form fee on this form is current as of the edition date  
appearing in the lower right corner of this page.  
However, because USCIS fees change periodically, you  
can verify if the fees are correct by following one of the  
steps below:

1. Visit our website at **www.uscis.gov**, select  
"Immigration Forms" and check the appropriate fee;
2. Review the Fee Schedule included in your form  
package, if you called us to request the form; or
3. Telephone our National Customer Service Center at  
**1-800-375-5283** and ask for the fee information.

## Address Changes.

If you change your address and you have an application or petition pending with USCIS, you may change your address on-line at [www.uscis.gov](http://www.uscis.gov), click on "Change your address with USCIS" and follow the prompts or by completing and mailing Form AR-11, Alien's Change of Address Card, to:

**U.S. Citizenship and Immigration Services  
Change of Address  
P.O. Box 7134  
London, KY 40742-7134**

For commercial overnight or fast freight services only, mail to:

**U.S. Citizenship and Immigration Services  
Change of Address  
1084-I South Laurel Road  
London, KY 40744**

## Processing Information.

**Any Form I-140 that is not signed or accompanied by the correct fee, will be rejected with a notice that the Form I-140 is deficient.** You may correct the deficiency and resubmit the Form I-140. An application or petition is not considered properly filed until accepted by USCIS.

**Initial processing.** Once a Form I-140 has been accepted, it will be checked for completeness, including submission of the required initial evidence. If you do not completely fill out the form, or file it without required initial evidence, you will not establish a basis for eligibility and we may deny your Form I-140.

**Requests for more information or interview.** We may request more information or evidence, or we may request that you appear at a USCIS office for an interview. We may also request that you submit the originals of any copy. We will return these originals when they are no longer required.

**Decision.** The decision on a Form I-140 involves a determination of whether you have established eligibility for the requested benefit. You will be notified of the decision in writing.

**Meaning of petition approval.** Approval of a petition means you have established that the person you are filling for is eligible for the requested classification.

This is the first step towards permanent residence. However, this does not in itself grant permanent residence or employment authorization. You will be given information about the requirements for the person to receive an immigrant visa or to adjust status after your petition is approved.

## Instructions for Industry and Occupation Codes.

**NAICS Code.** The North American Industry Classification System (NAICS) code can be obtained from the U.S. Department of Commerce, U.S. Census Bureau at ([www.census.gov/epcd/www/naics.html](http://www.census.gov/epcd/www/naics.html)). Enter the code from left to right, one digit in each of the six boxes. If you use a code which is less than six digits, enter the code left to right and then add zeros in the remaining unoccupied boxes.

The code sequence 33466 would be entered as:

3	3	4	6	6	0
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The code sequence 5133 would be entered as:

5	1	3	3	0	0
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**SOC Code.** The Standard Occupational Classification (SOC) System codes can be obtained from the Department of Labor, U.S. Bureau of Labor Statistics (<http://stats.bls.gov/soc/socguide.htm>). Enter the code from left to right, one digit in each of the six boxes. If you use a code which is less than six digits, enter the code left to right and then add zeros in the remaining unoccupied boxes.

The code sequence 19-1021 would be entered as:

1	9	—	1	0	2	1
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The code sequence 15-100 would be entered as:

1	5	—	1	0	0	0
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## USCIS Forms and Information.

To order USCIS forms, call our toll-free number at **1-800-870-3676**. You can also get USCIS forms and information on immigration laws, regulations and procedures by telephoning our National Customer Service Center at **1-800-375-5283** or visiting our internet website at [www.uscis.gov](http://www.uscis.gov).

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As an alternative to waiting in line for assistance at your local USCIS office, you can now schedule an appointment through our internet-based system, **InfoPass**. To access the system, visit our website. Use the **InfoPass** appointment scheduler and follow the screen prompts to set up your appointment.

**InfoPass** generates an electronic appointment notice that appears on the screen.

### **Penalties.**

If you knowingly and willfully falsify or conceal a material fact or submit a false document with this Form I-140, we will deny the Form Form I-140 and may deny any other immigration benefit.

In addition, you will face severe penalties provided by law and may be subject to criminal prosecution.

### **Privacy Act Notice.**

We ask for the information on this form, and associated evidence, to determine if you have established eligibility for the immigration benefit for which you are filing. Our legal right to ask for this information can be found in the Immigration and Nationality Act, as amended. We may provide this information to other government agencies. Failure to provide this information, and any requested evidence, may delay a final decision or result in denial of your Form I-140.

### **Paperwork Reduction Act.**

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 60 minutes per response, including the time for reviewing instructions, completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Management Division, 111 Massachusetts Avenue, N.W., 3rd Floor, Suite 3008, Washington, DC 20529. OMB No. 1615-0015. **Do not mail your application to this address.**