

INTERNATIONAL FACULTY & SCHOLARS

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Employee Checklist Step 2: Form I-140

If the DOL certifies the Labor Certification application, IFS files Form I-140 with USCIS on behalf of the FN. An approved Labor Cert is valid for **180 days** following approval. USCIS will reject any I-140 filings made by employers after the Labor Cert has "**expired**." Therefore, it is extremely important that IFS receive all required documentation as soon as the Labor Cert application is certified.

- Form I-140. Portions related to you, not The University of Arizona.
- USCIS fee: **\$700**. Check made payable to "Department of Homeland Security".
- USCIS Premium Processing fee: **\$1,440**. Check made payable to "Department of Homeland Security".
- IFS Premium Processing fee: **\$350**. eDOC, bank check or money order made payable to "The University of Arizona."
- Must be the degree *required for the position* and the most recent/highest level degree. Must have the required degree at the time of offer if no mention was made in the advertisement of a different time. Must state specific subject area on diploma; if not, include a copy of transcripts. If not in English, must have a certified translation. **If your degree was awarded by an educational institution outside of the United States, you MUST submit a professional credential evaluation stating the U.S. equivalent of your degree.*
- Copy of Curriculum Vitae.
- Copies of Immigration Documents (Passport, Visa, Approval Notices, & copies of back and front of I-94).

Once all of the required documentation has been compiled, your EB-2 Petition will be sent to USCIS via Federal Express for adjudication. You will receive notification when your application is sent and when it arrives. You will also receive notification from IFS when your receipt notice arrives. A copy of your receipt notice will be made for your file and the original may be picked up from IFS at your convenience.

You may visit <https://egov.uscis.gov/casestatus/landing.do> to view the **case status** of your petition.

To see the most **current processing times** for your petition: <https://egov.uscis.gov/processing-times/>