The cornerstone of the entire petition for Outstanding Professor or Researcher category is the opinion of experts in the field. It is crucial to obtain expert opinions from objective, established people in the field. The letters should be as detailed as possible and come from individuals representing as varied a group as possible (e.g., academic institutions in the U.S. and/or abroad, government institutions in the U.S. and/or abroad, the business community in the U.S. and/or abroad, professional associations in the U.S. and/or abroad, etc.).

Please be aware that since the Outstanding Professor or Researcher category is for internationals who are recognized internationally as outstanding in their field. Letters describing only the accomplishments made at the beginning of the international’s career, or letters describing potential but not yet realized contributions will carry less weight and may even harm the petition.

Do not send the letter directly to USCIS. The letter must be submitted by the international to International Services for inclusion with all other application materials for mailing to USCIS.

The letter should be addressed to:  
U.S. Citizenship & Immigration Services  
Texas Service Center  
4141 North St. Augustine Road  
Dallas, TX 75227

This sample is designed to serve as a loose outline. It is very important that each letter not sound the same; using this letter repeatedly and simply inserting new information at certain places in the letter, will raise a red flag at CIS. The letters will not be viewed as credible and USCIS will likely issue an RFE (Request for Further Evidence) seeking additional and/or modified letters.

The letters must be on official letterhead/stationary that clearly identifies the institutional affiliation of the author.

1. **Opening Paragraph**
   “I am writing this letter in support of Montclair State University’s application for U.S. Lawful Permanent Resident status on behalf of [INSERT NAME] in the Outstanding Professor or Researcher category.”

2. **Paragraph #1**
   Information regarding the writer, including current position, background, and accomplishments. *(NOTE: It is helpful if the writer provides a copy of his/her CV along with the recommendation letter.)*

3. **Paragraph #2**
   An explanation of how the writer knows the applicant.

4. **Paragraph #3**
   Documentation regarding how the applicant qualifies for permanent resident status based on the Outstanding Professor or Researcher category. The letter must help establish that the applicant meets the following criteria:
   a. International recognition in the field;
   b. Three years of teaching or research experience in the field;
   c. Evidence of meritorious achievements *(a minimum of two of the following is required for approval of the petition):*
      1. Receipt of major prizes or awards;
      2. Membership in associations in the academic field, which require outstanding achievements;
      3. Published material in professional publications written by others about the alien’s work in the academic field;
      4. Evidence of the applicant’s participation as a judge of the work of others in the same or allied academic field;
      5. Evidence of the applicant’s original scientific or scholarly research contributions to the academic field;
      6. Evidence of the alien’s authorship of scholarly books or articles (in scholarly journals with international circulation) in the academic field.

5. **Closing Paragraph**