



Mathews & Peddibhotla
Law Group, PC

Dear Expert,

Thank you for agreeing to provide an expert letter for purposes of Mr. X's immigration petition as an alien of extraordinary ability. Your letter will be an important component of the petition and will illuminate the significant professional accomplishments that Mr. X has achieved.

Below we are providing you: i) some pointers on writing the letter; and ii) an outline of a sample expert letter.

You should only write about those sections about which you have direct knowledge or opinion over the facts. If you do not have direct knowledge of a topic, you can leave it blank or skip it. We request that before you finalize this letter, please allow our law firm an opportunity to review the letter for consistency with the regulations governing extraordinary ability visas.

We thank you for your kind assistance.

Mathews & Peddibhotla Law Group

General Pointers:

1. When writing a letter of support for an extraordinary petition, the referee should never use the words *young* or *promising* or synonyms for these words. The referee should never mention the applicant's "potential" as the **applicant must be extraordinary at this time**. Because the application must possess a reputation that is outstanding in the applicant's field, the referee should never mention that he or she only recently became aware of the applicant's work.
2. Academic accomplishments should not be discussed.
3. Before you begin writing the letter you should coordinate with the applicant on what the specific "field" is defined as for purposes of the petition. The definition of a field is a legal and strategic decision and has been reached through coordination between the applicant and the law firm.
4. Leave out language that is too "average" sounding or that weakens the case. Characterizing an individual as "pleasant," "unassuming," "competent," "well-trained" and "has potential" could lead USCIS to think that this person is not really extraordinary. Likewise "talented" and "productive" are not helpful, unless accompanied by specific details documenting just how extraordinarily talented and productive s/he is with respect to his/her research or teaching. Discuss how extraordinary his/her contributions are **now** and in the past, not just that you think s/he **will** make extraordinary contributions in the future. Remember, **the scholar must have already risen to the top of his/her field, rather than have the "potential" in the future** of doing so, in order to qualify for this category.



5. Where you get an opportunity to show and/or explicitly state that the applicant is in the top 1% of their field, please feel free to expand.

6. In the template we use the terms beneficiary and applicant interchangeably. You can use those terms or the individual's formal name i.e. Dr. X, or Ms. Y.



Sample Outline for Expert Letter

Please put the final letter on **your** letterhead.

Please allow MPLG an opportunity review your semi-final draft.

Date

USCIS

Applicable Service Center Address

RE: Extraordinary Ability Visa

Introduction

- Addresses specifically to USCIS [e.g. It is a pleasure for me to write this letter in support of Dr./Mr./Ms. [Beneficiary]'s visa petition as an alien of extraordinary ability.

About the Expert

Letter writer should detail his/her qualifications in the field, how he/she has come to know the alien's work, and why he/she is qualified to give an opinion on the alien's skills.

- Title and institutional affiliation.
- Summary on specific area of research led by the Expert.
- Summary on areas of publications and significant contributions made by the Expert.

Association with Beneficiary

Paragraph that establishes how and why you are familiar enough with the individual's work to evaluate it.

- Beneficiary's contributions as it intersects with the work of the Expert.
- Specific areas of collaboration between Beneficiary and Expert (if applicable).
- Outcomes from collaboration or continued joint work between Beneficiary and Expert (if applicable).

About the Beneficiary (as applicable) – Please fill out any/all of the sections below and delete the sections where you do not have direct knowledge of the facts.

1. Describe how the Beneficiary has made original significant contributions of major significance in the field.

- Provide a background on the field itself.
 - o What is the importance of the field itself?
 - o How does the Beneficiary's work fit into this scheme?



- What is it about the field that makes it difficult, demanding and challenging?
- What percent of the field can perform this type of work?
- Describe how the Beneficiary has made a significant contribution in his field
 - Provide a background on Beneficiary's education and work experience.
 - Introduction of the Beneficiary's work of significant contribution.
 - For example, describe the underlying goals of beneficiary's work
 - How this issue has been dealt with traditionally
 - The shortcomings of prior approaches
 - What the Beneficiary has done to overcome these shortcomings
 - Detail what the Beneficiary does
 - The degree of skill required to do it
 - The impact of such work
 - Provide specific examples
 - Provide a personal opinion on Beneficiary's work as perceived by other experts in the field.

2. Describe how the Beneficiary Worked in a Critical or Essential Capacity at a Distinguished Organization

- Identify the organizations or companies where the Beneficiary worked and how that was a distinguished organization. This could range from organizations or companies that are unusually profitable, to critically significant, to high-growth.
- Identify the kind of work the applicant did at the organization and how it was critical or essential. It is best to "show" the evidence by diving into specific examples. Specific examples are extremely well received by the immigration authorities.

3. Beneficiary's Authorship of Scholarly Articles in the Field (if applicable)

The Beneficiary has authored many articles. Please provide an opinion / description on how these citations are significant by describing:

- The significance of the source;
- The significance of the article

4. Published Material about the Beneficiary

The Beneficiary work has been cited in many newspapers. Please provide an opinion / description on how the press was significant.

- The significance of the source
- Clarifying how the published material reflects on the Beneficiary
- Highlight how the authors who cited to the Beneficiary's work relied on the Beneficiary's findings;
- Whether such comments were laudatory;



- How the press was significant.

5. Presentations

The Beneficiary has presented both poster and platform presentations at various venues. Please provide an opinion / description on how these presentations are significant by describing:

- Details regarding the forum, whether it was regional, national, or international;
- Details regarding the sponsoring organization;
- How the Beneficiary was invited or selected;
- The significance of the forum

6. Beneficiary's Participation as a Judge of the Work of Others

The Beneficiary has served as a peer reviewer / judge of the work of others. Please provide an opinion / description on how this is significant by describing:

- Describe the Beneficiary's role as a reviewer and how this was significant.
- Besides being a reviewer for a peer reviewed scholarly journal describe other

7. Awards

Please provide an opinion / description on how these citations are significant by describing:

- Describe the distinction and how why the Beneficiary meets the standards of national or international recognition for excellence;
- For more traditional "honor", the letter should address the number of individuals in competition for the award, the basis or criteria upon which it was awarded, and how widely it is regarded in the field of endeavor.

8. Grants

The Beneficiary has received awards or been given grants from highly competitive organizations. Please provide an opinion / description on how these awards or grants are significant by describing:

- For grants we would need to establish that the reason for funding was based on recognized past accomplishments.

9. Membership in Associations in the Field that Require Outstanding Achievements

The Beneficiary is a member of associations in the field. Please provide an opinion / description on how these associations are significant and require outstanding achievements by describing:



- Describe the significance of the association and clarify the requirements and discuss how such memberships are viewed in the field.
- In order to establish an association's significance, it may be necessary to discuss how its members are selected and to explain its constitutional or bylaws structure to demonstrate why its an association associated with outstanding achievement.

Conclusion

I strongly support [Beneficiary]'s visa petition. I urge you to approve [Beneficiary's] nonimmigrant visa application.

Sincerely,

Signature

Name & Title