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| **PROFVAL.COM**  **Professional Plan Onboarding Form**  **© Profval LLC** |
| **Instructions:**  **This document has *three parts*. We expect that this form will take you about 4 hours to complete, though it could take more or less time.**  In RFEs, the USCIS will often request “a model or plan for future activities”. RFEs frequently focus on a common set of criteria following the matter of Dhanasar (2016) when assessing National Interest Waiver (NIW) elements included within a petition. ProfVal’s professional plans are based on a study of RFEs, successful petitions, input from attorneys, and cases we have seen over a period of years. This document thus coaches you in areas that may help to support a NIW argument.  ProfVal will provide sourcing, use a proven formatting approach, edit content, and add interpretive content into your plan. **The quality of your plan, however, depends on the content that you provide.** |

**Please fill in areas with blue shading only.**

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| **Name & Order Information** | | | |
| **Order number:** | Click or tap here to enter text. | **Date of order:** | Click or tap here to enter text. |
| **First Name** | Click or tap here to enter text. | **Last Name** | Click or tap here to enter text. |
| **Email address #1 where the plan should be sent** | Click or tap here to enter text. | **Email address #2 where the plan should be sent** | Click or tap here to enter text. |
| **Please indicate whether this plan should be written in first person or third person** | First person (I did, I earned)  Third person (she did, he earned) |  |  |

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| **Part 1a: What is your proposed endeavor and why is it nationally important?** |
| **INSTRUCTIONS:**  **Please provide a 4-5 paragraph description of your proposed endeavor using the guide we provided in the box below. For your reference, we have noted important terms below.**  **Key terms and considerations:**   * Job title: *When the USCIS evaluates your endeavor, it may be based on the OOH/SOC code most closely aligned to your endeavor. Please share the occupation and, if you have it, the role as it relates to the* [*Occupational Outlook Handbook*](https://www.bls.gov/ooh/a-z-index.htm) *or* [O\*Net.](https://www.onetonline.org/find/industry) *Common roles:* [*Advertising, Promotions, and Marketing Managers*](https://www.bls.gov/ooh/management/advertising-promotions-and-marketing-managers.htm)*,* [*Civil Engineers*](https://www.bls.gov/ooh/architecture-and-engineering/civil-engineers.htm)*,* [*Top Executives*](https://www.bls.gov/ooh/management/top-executives.htm)*,* [*Financial Managers*](https://www.bls.gov/ooh/management/financial-managers.htm) * Industry & Context: While your job title relates to the types of activities you engage in daily, the industry or field the context of your work. A Top Executive may operate in the fashion industry, contribute to sustainability initiatives, specialize in semi-conductors, or the insurance industry. Whatever the industry is of your endeavor, it can affect the narrative and national importance of your professional plan. If you believe that the industry is important, explain why. * Customers*:* Obviously, it is important to describe who your customers are. Are they businesses, individuals, or groups? Why are they important? How do you help them? What value do you provide for them? * Stakeholders: Stakeholders are others who are affected by your endeavor. For instance, a physical therapist helps their patients, which *also* helps stakeholders like businesses that now have employees who are able to work which affects employment. * U.S. Implications: Why does this benefit the U.S.? Discuss any benefits related to the national economy, cultural benefits, education, or welfare of the United States. This is the core of the NIW part of your endeavor. |
| [<Click here for an example>](#_ENDEAVOR_DESCRIPTION)  **Items in red are defined above.**  My proposed endeavor is to work in the United States as a ***(job title****)* in the **(industry & context)** In particular, I will offer services in the (insert industry) where I will (describe what you will do). More specifically, I intend to provide services including (list main services provided).  The ways I offer these services are distinct and unique because \_\_\_\_\_\_\_\_\_\_\_\_. I am particularly qualified to offer these services because \_\_\_\_\_\_\_  These services are of value for **customers** including (list the types of customers your business will sell to). This helps these (people, businesses, etc.) because (Explain at a level that a child could understand why your service is important, solves a need, and has value for your customers).    Beyond these customers, the services I offer will also benefit **stakeholders** such as \_\_\_\_\_\_. They will benefit because \_\_\_\_.  Finally, my endeavor has **U.S. implications**. This is because \_\_\_\_\_\_\_\_.  *National Importance*: ProfVal will conduct research on this. But if you have areas you want us to talk about, please share it here:   * My endeavor supports job growth because \_\_\_\_\_. * My endeavor supports tax growth because \_\_\_\_\_. * My work has implications related to societal welfare (i.e. medical health, culture, public safety, national security, quality of life, environmental quality, mental health, artistic enrichment) * The government has indicated that my endeavor is important because \_\_\_. |

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| **Part 1b: other areas that can support your NIW arguments** | |
| As you might imagine, the NIW element of the EB-2 NIW is often the most challenging part of an application. Based on areas that commonly arise within RFEs, the questions below help to identify areas that would contribute to the national importance of your endeavor. | |
| **NIW area and description** | **We have provided suggestions to help you respond efficiently.** |
| **Progress made in the endeavor. What have you done so far to show that you are able to succeed in this endeavor?** | *Examples:*   * *\_\_\_\_ has provided an employment offer to me as a \_\_\_\_* * *\_\_\_\_ requested my services* * *My prior role(s) of \_\_\_\_ are similar to the proposed endeavor.* * *I received a grant for \_\_\_\_, which is consistent with my endeavor.* * *As a \_\_\_\_, I heled a leading role within \_\_\_\_, which is a respected organization in the field of \_\_\_.* |
| **Need for financial support.** | This endeavor will need $\_\_\_ in order to \_\_\_\_. To meet this financial need, I have \_\_\_\_ and will \_\_\_\_. |
| **Are there articles that you want us to cite in your plan?** | *Article:*  *Link to article:* |

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| **Part 2: An overview of your professional story** |
| **INSTRUCTIONS: Please fill in the text below. A professional plan isn’t just about what you do, it also provides you with an opportunity to provide a narrative to USCIS agents explaining why you do the things you do. By making a connection with your professional background, an agent may identify with you.**  ***Fill out only what is relevant and delete what is not relevant.*** |
| **How did you become interested in your field?**  My journey in the field of \_\_\_\_\_ began when I \_\_\_\_\_ (what led to your interest in your field). I was very interested in \_\_\_\_\_, which led me to \_\_\_\_. One of the most exciting things about this is that\_\_\_\_\_.  **What is your current role?**  Currently, I am in the role of \_\_\_\_ where I engage in activities related to \_\_\_\_\_\_\_. This is important because \_\_\_\_\_.  **What are some of the key things you had to do in order to be placed in your current role? What makes you special?**  To earn my place in aviation, there were a number of steps that all professionals must take. Some of these include: \_\_\_\_\_\_\_\_. One of the things I’m most proud of is that \_\_\_\_.  One of the things that makes me better positioned than other professionals in this field is that \_\_\_.  **Areas of impact in past roles:**  In prior roles, my activities led to important outcomes such as \_\_\_\_\_\_. These outcomes will be important in the U.S. because \_\_\_\_. |

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| **Part 3: Establishing Exceptional Ability** | |
| **Instructions:** To show Exceptional Ability, it is essential that you demonstrate that you meet *at least three* of the following credentials and show that you are well-positioned to succeed in your endeavor. | |
| **EB-2 Exceptional ability category & Description** | **Rubric and your response** |
| **Degree, diploma, certificate, or similar award from a college, university, school, or other institution of learning relating to your area of exceptional ability.**  *List the degree(s) that you earned that are relevant to your endeavor.* | I earned a {degree earned: bachelors, masters, doctoral degree} in {discipline: business administration, computer science, etc.} from {insert the name of the college or university}, an institution of higher education in {insert country name}. During my studies, I completed courses that are relevant to my endeavor such as the following: \_\_\_, \_\_\_, \_\_\_, \_\_\_, \_\_\_, and \_\_\_.  This degree relates to my endeavor because \_\_\_\_ |
| **At least 10 years of full-time experience in your occupation.**  *The “work experience” section of the professional plan is an opportunity to provide additional information about your work, in a way that people who are unfamiliar with your background or industry will understand.*  [**<Click here for examples>**](#_Work_Experience_Information) | As listed in my resume, I have \_\_\_ years of work experience within areas including \_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_. I would like to highlight some of my key accomplishments across my career that relate to my endeavor.  In {insert year}, I became the {insert title} with {insert company}. {Describe the company: how old is it? How big is it? What has the company been recognized for?}. I held this title for {# of years in role}, beginning in {start date} and ending in {end date]. As the {insert title}, I was in charge of a variety of activities related to my endeavor of {brief description of endeavor}. Some of these responsibilities included:  - Responsibility 1  - Responsibility 2  - Responsibility 3  In this role, my contributions led to a variety of benefits. Some of these benefits included:  - Benefit 1  - Benefit 2  - Benefit 3 |
| **License to practice your profession or certification for your profession or occupation**  *Describe the licenses or certifications that you have earned and why they are important.* | Example:  In the area of {insert discipline or activity}, it is required to have a license in {insert area} to practice. This license is important within the field because it {explain importance: safety, financial security, link to industry standards, etc.}. Consistent with this requirement, I hold the license of {license area}. This license was issued by {issuing body} and is recognized by {recognizing bodies, countries, institutions, professional organization, etc.} |
| **High salary**  *Only if you believe that your salary is well above the normal level of compensation within your industry, list your salary across recent years. Most clients show 2-4 years, but your attorney should determine the number of years of coverage.* | Across the following years, I have earned wages that are above the standard in my industry. These include the following:  *202X total wages: $XXX,XXX*  If this total represents multiple sources, indicate the source of this income (i.e. dividends, salary, commissions, sale of a company, etc.) and indicate the documents that the USCIS agent will need to look to in order to verify this content. |
| **Membership in a professional association(s)**  *If you are a member of professional associations within your field, it shows that you have established yourself within the field and have made a commitment to it. If the membership organizations have any entry requirements, it is valuable to mention those requirements.* | Within the domain of {insert field that you work in}, it is important to maintain memberships within certain organizations, as these organizations provide {insert benefits: networking, demonstration of credentials, recognition within the field}. I am a member of organizations including:  Organization 1 (website): Description of organization  Organization 2 (website): Description of organization |
| **Recognition for your achievements and significant contributions**  *Typically shown in your support letters or in articles about you, recognition by others shows that you’re viewed by reputable individuals as an industry leader.* | I have been recognized by a number of highly regarded persons within my field. These include:  Person 1 (Title, Organization): Ms. XX is respected based on {degree, years of experience, describe importance of role}. As she says in her support letter for me, I have added value through {insert key successes}.  Person 2 (Title, Organization): Mr. XX is respected based on {degree, years of experience, describe importance of role}. He has noted that I have {insert key successes} |
| **Other comparable evidence**  *If you have other evidence of your ability, this is a great place to put it. When we see this evidence, it often relates to areas of the EB-1 visa such as: internationally recognized prizes; published material about you; judging the work of others in a prestigious competition; contributions of major significance in your field; authorship of scholarly articles, books or trade publications; displays of your work in artistic exhibitions; or leading a critical role in reputable organization.*  *However, if you have significant achievements that are outside of the categories listed, please describe them below.* |  |

**EXAMPLES FOR REFERENCE**

# ENDEAVOR DESCRIPTION



# WORK EXPERIENCE EXAMPLES

**F**

**further explain important projects**

**, contributions**

**, awards, etc.,**

**listed in your resume**

*Example 1:*

As listed on

the

resume:

“

*Increased energy efficiency by installing an absorption chiller at the plant”*

As included in

the

plan:

*I would like to highlight a recent project, which involved innovating a way*

*to reduce energy*

*consumption and costs at the manufacturing plant. Chilled water of a certain temperature is needed to cool*

*our*

*products. The plant*

*was*

*chilling water with electricity*

*-*

*driven refrigeration units. Meanwhile, leftover steam from*

*another proc*

*ess was simply being released through a cooling tower. My team installed an absorption chiller that*

*used the excess steam and produced chilled water. This better used*

*the plant’s*

*resources and improved the plant’s*

*energy efficiency. This project reduced th*

*e site’s electrical consumption by more than 660,000kWh per year, saved*

*$45,000, and reduced the site’s carbon footprint.*

*Example 2:*

As listed on the resume: “

*Merit award from Mayor 2019”*

As included in the plan:

*“*

*I was chosen from among 200 nominated physicians to receive the merit award from the*

*Association of Pediatricians and the City of Turina in 2019. The award was given in recognition of my volunteer work*

*raising*

*$100,000 in*

*funds for medical supplies*

*for*

*und*

*erserved communities, and treatment of*

*patients*

*across*

*multiple clinics in the region.”*

**Include measurable results of your work: numbers, percentages, and more.**

*Example*

*1*

*:*

*My work in auditing and*

*process optimization increased payroll efficiency by 20% a*

*nd resulted in annual*

*savings of over $50,000.*

*Example 2: By using my own cost estimation method, I was able to save $3.5 million in a single project.*

**Provide the below information about main employers:**

-

What does the company do?

-

How big is it? (

revenue, number of employees, or other metrics)

-

A website link, if available.

*Example:*

*For more than 40 years,*

*Benchmark*

*has*

*been*

*a leader in the management of*

*bus and air*

*passenger*

*terminals*

*in Germany since 1979*

*. The company dedicated to providing differentiated service to citizens who benefit*

*from such facilities on a daily basis. As a result,*

*Benchmark*

*oversees more than*

*20*

*0 project*

*s*

*annually*

*, including*

*concession and service contracts*

*across Europe*

*.*

*Benchmark*

*has an average of 2*

*10*

*million passengers per year at its*

*bus / air terminals,*

*5.5*

*million daily users at urban terminals, 5*

*0*

*0,000 monthly calls at*

*c*

*all*

*c*

*enters and*

*5*

*,*

*2*

*00*

*employees.*

*Example:*

*Qatar Airways is the national carrier of the state of Qatar, and*

*a fast*

*-*

*growing airline founded in 1993.*

*Qatar has received numerous awards and recognition from Skytrax, an international air transport rating*

*organization. This recognition includes five “Airline of the Year” awards by Skytrax and a 5*

*-*

*star COVID*

*-*

*19 Airpor*

*t*

*Safety Rating for Hamad International Airport (HIA), Qatar Airways’ home and hub.*