**INSTRUCTIONS**

When an expert evaluates your position, it is important that she or he has access to all of the position duties and understands how each individual duty corresponds to the full position. This is important because a USCIS agent can reject your petition if just one or some of the duties are not deemed to be consistent with specialty occupation requirements.

Accordingly, we ask that you input this data using our H-1B client input portal OR by using one of the templates below. This enables the expert to provide a detailed evaluation of the position in aggregate along with a *brief* discussion (1-2 sentences) for each position duty.

**This content will be copied into your evaluation exactly as you input it. To avoid delays, please do not in any way alter the format provided. Alternatively, you may input your text into the H-1B document upload portal.**

**TEMPLATE #1**

*(This is the template that would be used if you input data using the client portal)*

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| **Core Responsibilities with Detailed Job Duties & % Time Spent** | **Examples of courses that would be required for each role (interpreted by expert)** |
| % of time spent: \_\_\_\_  Brief description or title of duty  Detailed duty description | You can suggest courses – the expert has the option to include your suggestions if she/he agrees with your interpretation. |
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**TEMPLATE #2**

**This is a derivative of #1, but provides an opportunity for the petitioner to identify the courses required for the role. The expert briefly interprets the appropriateness of these courses for each duty.**

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| **Core Responsibilities with Detailed Job Duties & % Time Spent** | **An interpretation of whether the petitioner has linked appropriate college or university courses to each duty** |
| % of time spent: \_\_\_\_  Brief description or title of duty  Detailed duty description  According to the petitioner, this duty corresponds to college or university courses including: | The expert will provide a brief discussion of why the courses identified by the petitioner are consistent with the position duty. |
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**TEMPLATE #3**

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| **Job duty & percentage of time within the duty** | **Additional description of duties with greater depth, as provided by petitioner** | **Examples of courses that would be required for each role (interpreted by expert)** |
| Brief description of position duty  % of time allocated to role | Detailed duty description | You can suggest courses – the expert has the option to include your suggestions if she/he agrees with your interpretation. |
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