

O-1 Request Form

O-1 beneficiary: _____ Intended dates: _____ to _____

Are you requesting [Premium Processing Service](#)? YES NO

Please do not use clips, staples, tape, post-its, etc. to bind the documents

Prepare and attach the following documents:

- 1 completed [O-1 Information Form](#)
- 1 completed [Export Compliance Certification](#)
- 1 completed [I-94 Record Retrieval Consent](#) (N/A for extensions & amendments)
- 4 copies of [passport biodata and expiration page\(s\)](#)
- 1 original + 3 copies of a [support letter from Dean/Dir/Chair](#), addressed "To Whom It May Concern" & including O-1's position title, duties, MQs, DQs, FTE, salary, dates requested, qualifications, & need/reason for the petition.
 - **Extensions/amendments:** Include a summary of the beneficiary's [achievements](#) since the last O-1 petition
- 4 copies of PNF **OR** offer & acceptance letters (Note: If PNF appointment dates do not cover the full O-1 period being requested, USCIS may not grant approval for the full requested duration.)
- 4 copies of transcript or diploma for highest degree conferred (must show academic field/major)
- 4 copies of foreign credential evaluation of highest degree by a member of [NACES](#) or [AICE](#) (N/A if degree is from U.S.)
- 4 copies of updated curriculum vitae, including publications list

Initial entry / change of status / change of employer / concurrent employment: 4 sets of copies of documentation of:

- A major internationally recognized award (e.g. Nobel Prize) **OR**
- Achievements in **at least 3** of these [categories](#): (1) (2) (3) (4) (5) (6) (7) (8) **OR**
- Comparable evidence showing sustained national/international acclaim in the field if #1-8 are N/A to the occupation

Extension / amendment:

- 4 sets of copies of documentation of new achievements under these [categories](#) since the last O-1 petition (e.g. publications in scholarly journals/books (title pages/table of contents only), presentations, lectureships, manuscript review, etc.)

If the person is currently in the U.S., also provide the following:

- 1 copy of current [entry visa](#) in passport
- 1 copy of admission stamp and notations from last U.S. entry
- 4 copies of I-94 record ([card](#) issued at last U.S. entry **OR** [printout](#) from [U.S. CBP's website](#))
- 4 copies of the following documents, as applicable:
 - If currently in H, O, TN, or other work status: All previous [I-797 approval notices](#)
 - If currently in F status: Current [Form I-20](#) **AND** [Employment Authorization Card](#) (if F-1 OPT)

If the person is currently &/or has ever previously been in J-1 or J-2 status, also provide the following:

- 4 copies of all previous [DS-2019s](#), IAP-66s, and/or J [entry visas](#) in passport
- 4 copies of [USCIS waiver approval notice](#) &/or [DOS waiver recommendation](#) (if subject to [212\(e\) residence requirement](#))

If family members are changing to/extending O-3 status (see page 2 of [O-1 Info Form](#)), also provide the following:

- 1 completed [Form I-539 application](#)
- 1 copy of each dependent's current [visa](#) in passport
- 1 copy of each dependent's admission stamp and notations from last U.S. entry
- 3 copies of each dependent's I-94 record ([card](#) issued at last U.S. entry **OR** [printout](#) from [U.S. CBP's website](#))
- 3 copies of each dependent's [I-797 approval notices](#) and/or current [Form I-20](#) (as applicable)
- 3 copies of all previous [DS-2019s](#), IAP-66s, &/or J [entry visas](#) for each dependent who has ever been a J-1 or J-2
- 3 copies of each dependent's [passport biodata and expiration page\(s\)](#)
- 3 copies of spouse's marriage certificate / family register showing marital relationship
- 3 copies of each child's birth certificate / family register showing parental relationship

UH departments submitting O-1 requests must comply with University policies and procedures and with U.S. laws, regulations, and policies. Signatures below indicate the department's recognition of these responsibilities.

Dept Chair's signature: _____ Name: _____ Date: _____

Dean/Dir's signature: _____ Name: _____ Date: _____

Contact's name (AO/PO): _____ Email: _____ Phone: _____