

# O-1 Request Form

O-1 beneficiary: \_\_\_\_\_ Intended dates: \_\_\_\_\_ to \_\_\_\_\_

O-1's email address: \_\_\_\_\_ Premium processing service?  No  Yes

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

## Prepare and attach the following:

- 1 completed [O-1 Information Form](#)
- 1 completed I-129 export controls certification (O-1's supervisor must complete – see [www.hawaii.edu/offices/export/I-129/](http://www.hawaii.edu/offices/export/I-129/))
- 1 completed [I-94 Record Retrieval Consent](#) (N/A for extensions & amendments)
- 1 copy of offer letter (N/A for extensions & amendments)
- 1 copy of PNF (if generated)
- 2 copies of [passport biodata and expiration page\(s\)](#)
- 1 original + 1 copy of an [employer's support letter](#) describing the position, the worker's qualifications, & reason for the petition.  
For extensions and amendments, include a paragraph summarizing the beneficiary's [achievements](#) since the last O-1 petition.
- 2 copies of transcript or diploma showing major/field for highest degree conferred
- 2 copies of foreign credential evaluation of highest degree by a member of [NACES](#) or [AICE](#) (N/A if degree is from U.S.)
- 2 copies of updated curriculum vitae, including publications list

## If this is a request for initial entry, change of status, change of employer, or concurrent employment, also provide:

- 2 sets of copies of documentation of a major internationally recognized award **or**
- 2 sets of copies of documentation of achievements in at least 3 of these [categories](#) **or**
- 2 sets of copies of documentation showing comparable evidence of sustained acclaim in the field

## Or, if this is a request for extension or amendment, also provide:

- 2 sets of copies of documentation of new evidence achieved in these [categories](#) since the last O-1 petition was filed

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

- 1 copy of current [visa](#) in passport
- 1 copy of admission stamp and notations from last U.S. entry
- 2 copies of [I-94 record](#) from CBP's [website](#)
- 2 copies of the following documents, as applicable:
  - If currently in E, H, O, TN, or other work status: All previous [I-797A &/or I-797B approval notices](#)
  - If currently in J status: All previous Form [DS-2019s](#), IAP-66s, and/or J [visas](#) in passport (N/A for extensions & amendments) and [USCIS waiver approval notice](#) &/or [DOS waiver recommendation letter](#) (if subject to [2-yr residence requirement](#))
  - If currently in F status: Current [I-20](#) AND [EAD](#) (if on OPT)

## If family members will change to or extend O-3 status in the U.S., also provide:

- 1 completed [Form I-539 application](#) with original signature
- 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
- 1 copy of each dependent's [I-94 record](#) from CBP's [website](#)
- 1 copy of each dependent's [I-797A/I-797B approval notices](#) and/or current [I-20](#) (as applicable)
- 1 copy of all previous [DS-2019s](#), IAP-66s, &/or J [visas](#) for each dependent who was ever a J-1 or J-2
- 1 copy of each dependent's [passport biodata and expiration page\(s\)](#)
- 1 copy of spouse's marriage certificate / family register with English [translation](#) (if applicable)
- 1 copy of each child's birth certificate / family register with English [translation](#) (if applicable)

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's/Dir's signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

HR specialist: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_