



GEORGETOWN UNIVERSITY

O-1 REQUEST FORM

O-1 Status is reserved for individuals of extraordinary ability in the sciences, arts, education, business and athletics who have risen to the top of their fields. With this status, these individuals may temporarily enter the United States to participate in a specific project or event. The requirements for this status are strict and extensive documentation is needed to establish that the individual is recognized for his/her extraordinary ability. To qualify for this category, the individual must be nationally/internationally recognized as being in the forefront of his/her field as evidenced by the following:

1. Receipt of a major, internationally recognized award (such as the Nobel Prize), or
2. At least three of the following:
 - Receipt of nationally/internationally recognized prizes awards for excellence in the field
 - Membership in an association in the field which requires outstanding achievement (as recognized by national/international experts in the field)
 - Published material in professional publications or other major media about your work in the field
 - Participation on a panel or individually as the judge of the work of others in the field
 - Scientific, scholarly and/or business-related contributions of major significance in the field
 - Authorship of scholarly articles in the field in professional journals or major media
 - Employment in a critical capacity for organizations and/or establishments that have distinguished reputations
 - High salary or remuneration commanded by you for your services
 - Other comparable evidence

This form is an internal, Georgetown form designed to provide the Office of Global Services (OGS) with the information needed to complete all the necessary immigration-related paperwork. This form will become the cornerstone of all the documentation filed with the various federal agencies. Therefore, it is important to be as accurate as possible. The Employee should complete the employee section of the form while the sponsoring Georgetown Department should complete the Departmental Section. The entire form and all supporting documentation (see checklist at the bottom of this page) should be returned to:

Sandra Layton
Office of Global Services
Georgetown University
3520 Prospect Street NW
Car Barn Suite 140, Box 571013
Washington, DC 20057-1013

The entire process may take up to six months to complete, exclusive of any time needed to assemble the documentation for the application. Therefore, please allow ample processing time.

O-1 Department Checklist

The following documents are needed from the Department:

- Department Portion of Request Form
- Copy of job offer letter
- Letter in support of O-1 petition, outlining terms of employment including salary, educational and experiential requirements of job, and qualifications of foreign national. (See sample letter)
- Check for \$460 payable to the U.S. Department of Homeland Security. If the application is to be processed via premium processing, the check should be for \$1900.) *Note: All checks should be requested via a Supplier Invoice Request in GMS prior to submitting the application to OGS. Check Distribution will call OGS when the check is ready for pick up. Be sure to put the name of the employee on the request and upload the supporting document in this packet.*

Employee Checklist

- CV
- Copy of diploma with English translations
- Copy of official academic transcript
- Evidence of Extraordinary Achievement in the field - check all that apply:
 - Copies of articles, papers, and other publications written by me
 - Evidence of judging the work of others
 - Articles written about my work
 - Awards received in recognition of professional accomplishments
 - Membership(s) in professional organization(s) requiring high level of achievement
 - Evidence of original contributions
 - Other evidence
- 5 Letters of recommendation from recognized experts in the field. No more than one letter should come from Georgetown and one letter from the current employer. The rest should come from other well-established experts in the field. USCIS gives greater weight to letters which come from people who appear to be unconnected to the foreign national, claiming if someone is a recognized leader in the field, people who have not worked with him/her before should still know of the individual and his/her accomplishments. Ideally, the letters should come from a varied group of people (inside the United States, outside the United States, academic institutions, government, private sector, etc.)
- If currently in the United States, copy of I-94 card (front & back) or Form I-94 (printed from www.cbp.gov/i94), passport and other visa documentation:
 - I-20 Forms and Employment Authorization Document (EAD), if applicable
 - DS-2019 Forms and waiver, if applicable, for any time in J-1 or J-2 status
 - I-797 Approval notice for current status, if applicable
- If currently working in the U.S., copy of last two pay statements and last W-2 Form
- Dependents (If dependents seeking O-3 status are in the United States and eligible for a change of status):
 - Form I-539 for the 1st dependent and a Form I-539A for each additional dependent. Each dependent 14 and older should sign their own form. Parents can sign for under 14: <https://www.uscis.gov/i-539>
 - Copies of passport, Form I-94 (printed from <https://i94.cbp.dhs.gov/i94/#/home>) and any other evidence of immigration status such as I-797 approvals, EADs, I-20 Forms, or DS-2019 Forms and evidence of J-1 waiver (if applicable)
 - Marriage and/or birth certificates
 - \$370 check, payable to the U.S. Department of Homeland Security plus \$85 check for each applicant for the biometric fee (Please do not combine checks. Note that dependents will receive a notice from USCIS regarding a biometrics appointment at the local office after filing.)

Supporting documentation for Supplier Invoice Request in GMS for E-3, O-1, and TN temporary worker applications

Please request the check via a Supplier Invoice Request in GMS and upload this document as supporting evidence.

_____ (Department name) is requesting a check payable to the

U.S. Department of Homeland Security for the O-1 petition for the following beneficiary:

_____ (employee name).

Supplier ID: Sup-0008970

Address: Department of Homeland Security
USCIS Vermont Service Center
75 Lower Welden St.
St. Albans, VT 05479

Fee calculation:

\$460 (for all applications)

\$1440 extra for premium processing service (only available for O-1)

\$_____ Total being requested

Please contact Sandra Layton (7-4627) for pickup of the check when it is ready. In the check reference, please put the employee's last name listed above.

Thank you.

Components	O-1 Sample Letter
<p>¶1: ESTABLISH PURPOSE</p> <p>¶2: BACKGROUND ON COLLEGE AND DEPARTMENT; OUTLINE JOB REQUIREMENTS</p> <p>¶3: OUTLINE FOREIGN NATIONAL'S EDUCATION AND EXPERIENCE</p> <p>¶4: CONNECT THE FOREIGN NATIONAL'S BACKGROUND WITH THE JOB REQUIREMENTS. GIVE THE JOB TITLE, JOB DESCRIPTION, AND SOME REASON FOR HIS/HER TEMPORARY EMPLOYMENT (LARGE NUMBER OF PEOPLE TAKING COURSE, FAILURE TO FIND ANYONE MORE QUALIFIED, ETC.)</p> <p>¶5: SET FORTH THE TERMS OF EMPLOYMENT, INCLUDING ANY CONTINGENCIES.</p>	<p>Date</p> <p>Laura Zuchowski USCIS Vermont Service Center ATTN: I-129 O 75 Lower Welden St. St. Albans. VT 05479</p> <p>Dear Ms. Zuchowski:</p> <p>This letter is being submitted in support of the O-1 petition filed by Georgetown University on behalf of Dr. Jane Doe, a British national.</p> <p style="text-align: center;">The Petitioner</p> <p>Georgetown University's College of Engineering has been engaged in the development of equipment and materials for the space industry since 1957. At present, we are developing a widget that will go to the moon. Our College is recognized as a leader in this field. The Department of Electrical Engineering has an opening for an Assistant Professor to teach and assist in ongoing widget research and development. To date research in this field has been most productive. We are now ready to expand research into the more advanced stages of the project and fully expect that our widgets will accompany the astronauts on their shuttle missions in approximately two years. To conduct the final phases of this research, our research team must be expanded to include a recognized expert in the field of electrical engineering and astrophysics. The position requires not only that the individual possesses an extraordinary background in electrical engineering but also in astrophysical as this individual will design the portion of the widget that is able to function in space while withstanding the extreme cold and other pressures of outer space.</p> <p style="text-align: center;">The Beneficiary</p> <p>Dr. Doe received a Ph.D. in Electrical Engineering from Oxford University in 1967 and a PhD in Astrophysics from the University of Glasgow in 1974. From 1974 until 1976, she was part of a team of engineers working to develop reusable space vessels for NASA. Since then she has acquired over twenty years of experience in a field which combines both electrical engineering and astrophysics. She is considered to be a virtual pioneer in this area.</p> <p>She has worked as part of the British space program for since 1976 and has been consulting with NASA for the past ten years. She has been recognized as one of the world leading experts in designing electrical systems suitable for space travel. She holds several international patents relating to her innovative electrical system designs. She was instrumental in developing an insulated tiles used in French space craft. These tiles protect the delicate electric systems from the freezing cold of space as well as from the extreme heat during reentry.</p> <p>Because of Dr. Doe's outstanding educational background and experience, we wish to employ her as an Assistant Professor of Electrical Engineering for a three year period, beginning January 16, 1996. In that capacity, Dr. Doe will teach courses in the multidisciplinary area of electrical engineering in space exploration. Additionally, she will work on perfecting the widget design and oversee its implementation in the space program.</p> <p>It is our intention to employ Dr. Doe for a temporary period of three years at an annual salary of \$145,000.</p> <p>Your attention to this matter is appreciated.</p> <p>Sincerely, Joe Hoya, Dean, College of Engineering</p>

Department Portion

PLEASE TYPE ALL FORMS. ALL QUESTIONS MUST BE ANSWERED.

Employee Name	
Georgetown Department and Address	
Supervisor Name and Title	
Administrative Contact Person	
Phone	
Email	
Location of Work	
Employee's Current Status	<input type="checkbox"/> New Employment (includes current employees in another non-immigrant status) <input type="checkbox"/> Extension of current employee already in O-1 status <input type="checkbox"/> Change to Georgetown as employer (new employee already in O-1 status) <input type="checkbox"/> Add Georgetown as Additional Employer (employee already in O-1 status)
Dates Covered by this Petition	From ____/____/____ to ____/____/____ (Individuals may be sponsored for up to three years initially and then extended up to one year at a time)
Type of Employment	<input type="checkbox"/> Full Time
Job Title	
Job Duties	
Salary	
Department FedEx Account #	

Export Controls Addendum

This addendum serves as institutional documentation of its assessment that the employment of the international employee mentioned below is in accordance with the terms of the Export Administration Regulations (EAR) and the International Traffic in Arms Regulations (ITAR). The H-1B or O-1 petition cannot be filed until this assessment has been completed. **PLEASE TYPE.**

Send this form to the Office of Global Services (210 Car Barn). OGS will forward for further processing. If the position is funded by sponsored research grants or contracts (RX accounts), the Office of Sponsored Programs (Main Campus/Law Center) or the Office of Sponsored Research (Medical Center) also must review this form.

TO BE COMPLETED BY DEPARTMENT			
Department Name:			
Name of Department Contact: <i>(for questions regarding position)</i>			
Email:		Phone:	
Name of international employee:			
Country of Citizenship:			
Country of Permanent Residence, if different from Citizenship:			
Position title:			
Will the employee have access to equipment specifically designed/developed for military/space applications?			<input type="checkbox"/> No <input type="checkbox"/> Yes
Will the employee have access to encryption source code?			<input type="checkbox"/> No <input type="checkbox"/> Yes
Is the employee involved in research?	<input type="checkbox"/> No <input type="checkbox"/> Yes		
<i>If yes, will the employee be involved in research that is subject to publication dissemination restrictions or subject to other access restrictions (such as restrictions on the nationality of individuals working on the research)?</i>	<input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> n/a If yes, please explain:		
<i>If yes, will the research results be taught, published, or otherwise shared with the interested public?</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> n/a		
Please list all accounts/work tags that fund this individual's salary:			
Please provide a detailed description of the duties and responsibilities of this position. <i>(Please be specific, providing enough detail for someone to analyze whether the position is subject to export control regulations.)</i>			
Please list equipment, data, materials, and technologies to which this position has access. Please also indicate for each whether they			

are publicly available or whether they are considered to be proprietary to Georgetown or to another organization.

Attestation by Principal Investigator (if research position) or Department Chair:

The information provided above is true and accurate to the best of my knowledge. In the event that the University determines that this position is subject to either EAR or ITAR provisions, I agree to prevent access to the technology and/or technical data described above until the University has obtained the required license or other authorization to release it to the individual listed above.

Signature:

Date:

TO BE COMPLETED BY SPONSORED PROGRAMS (MAIN CAMPUS) OR SPONSORED RESEARCH (MEDICAL CENTER)

I am familiar with the EAR and ITAR. I have reviewed the position description above and, based on the information provided, and to the best of my knowledge, have concluded the following (check one):

- 1. This position does not require a license from either the U.S. Department of Commerce or the U.S. Department of State to release the technology or technical data described above to the individual listed.
- 2. A license is required from the U.S. Department of Commerce and/or the U.S. Department of State. We will work with the Department to obtain the appropriate license.

Name:

Signature:

Date:

DETERMINATION OF FOREIGN NATIONAL'S EXTRAORDINARY ABILITY

Please check one of the following and provide the corresponding information:

- The following professional organization has provided an advisory opinion regarding the employee's recognized extraordinary ability. A copy of this letter is attached.

Name of professional organization: _____

Address: _____

Phone: _____ Fax: _____

- There is no appropriate peer group for this occupation. Therefore, the O-1 applicant is obtaining appropriate letters of recommendation from individuals attesting to his/her professional achievements.

DECLARATION OF THE DEPARTMENT

The department will comply with the following regulations during the O-1 application process and during the employment of the above-named foreign national under the terms of O-1 status.

1. The department will notify the International Scholar (IS) Advisor if the terms of the employment change during the validity period of this O-1 petition so an amended petition can be filed with USCIS.
2. The beneficiary of this application is one of a small percentage of individuals who have risen to the top of this field and fulfills the requirements of an individual of extraordinary ability in the sciences, arts, education, business, or athletics. It is the Department's intention to employ this individual in the capacity and at the salary described above.
3. The statements made in this section of the request form are true and correct. Additionally, the Department authorized OGS to sign any official USCIS documentation related to this request on its behalf.

Department approvals:

Requestor/Supervisor: _____ Date: _____

Dept./Personnel Administrator: _____ Date: _____

Department Chair: _____ Date: _____

Employee Portion

PLEASE TYPE ALL FORMS. ALL QUESTIONS MUST BE ANSWERED.

Family Name	
First Name	
Middle Name(s)	
All Other Names Used	
Date of Birth	
Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male
Province/City of Birth	
Country of Birth	
Country of Citizenship	
A # (if applicable)	
Passport Number	
Passport Issue Date	
Passport Expiration Date	
I-94 Record Number (www.cbp.gov/i94)	
Expiration on I-94 or D/S	
Current Non-Immigrant Status	
Status Upon Last Entry into U.S.	
Date of Last Entry into U.S.	
Current Home Address	
Foreign Address	
Cell Phone Number	
Email Address	
Highest Academic Degree	
Major Field of Study	

<p>O-1 Processing</p>	<p>Please select the manner in which you intend to obtain your O-1 status:</p> <p><input type="checkbox"/> Change of status to O-1 from another classification: <i>Travel outside the U.S. is not recommended while O-1 petition is pending. Please communicate any potential travel plans with OGS. If you are subject to 212€, this is not an option.</i></p> <p><input type="checkbox"/> At U.S. Consulate located in: _____ (city and country): <i>Employee will be able to enter or re-enter the U.S. only up to 10 days prior to the O-1 approval start date.</i></p> <p><input type="checkbox"/> O-1 Extension: <i>Employee must be in the U.S. at the time OGS submits the petition to USCIS. Please communicate any travel plans with OGS.</i></p>
<p>If a change/extension/transfer of status cannot be granted, Consulate where you will apply for your O-1 visa?</p>	
<p>Number of Dependents Included in the O-1 Application</p>	<p>___ Dependents: <i>Dependents requiring O-3 status must complete the I-539 Form (1st dependent) and I-539A (each additional dependent) at https://www.uscis.gov/i-539 if in the U.S. and eligible for a change of status. These forms are about your dependents, not you. Each dependent 14 and over must sign their own form. You may, however, sign for any children under 14.</i></p>
<p>Has anyone ever petitioned for O-1 Status for you?</p>	<p><input type="checkbox"/> No <input type="checkbox"/> Yes (Please explain): _____</p>
<p>Have you ever held O-1 status?</p>	<p><input type="checkbox"/> No <input type="checkbox"/> Yes (Please provide exact dates): _____</p>
<p>Have you ever been denied O-1 status?</p>	<p><input type="checkbox"/> No <input type="checkbox"/> Yes (Please explain): _____</p>
<p>Has a petition for Permanent Residency ever been filed on your behalf?</p>	<p><input type="checkbox"/> No <input type="checkbox"/> Yes, explain: _____</p> <p>_____ (please also attach a copy of the receipt notice)</p>
<p>Have you ever been in J-1 or J-2 status?</p>	<p><input type="checkbox"/> No <input type="checkbox"/> Yes, Exact dates: _____ <i>Please provide copies of DS-2019 Forms and J-1 visa stamps covering all time spent in J-1 status.</i></p>
<p>Did you have a 2-year home residency requirement?</p>	
<p>Have you fulfilled or received a waiver of</p>	<p><input type="checkbox"/> Yes (attach copy of waiver) <input type="checkbox"/> No</p>

Georgetown University O-1 Request Form

this requirement?	(explain) _____ <i>Please note: If you are in J-1 status and are subject to the Two-Year Home Residency Requirement, you may still be eligible for O-1 status, but you must obtain it at a U.S. Consulate abroad.</i>
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I certify that to the best of my knowledge, the information provided is accurate.

Signature of O-1 Applicant

Date

Employment History during the Last 7 Years

Dates of Employment	Job Title, Company Name & Address	U.S. Non-Immigrant Status (If any)

I certify that to the best of my knowledge, the information provided is accurate.

Signature of O-1 Applicant

Date

Mandatory Statement for Applicants Currently in the United States

NAME: _____

Please check the option below which best describes your situation and provide the requested information. When you have done so, please indicate your understanding of your employment situation by signing below. Your application will not be processed without your signature on this page. If you have difficulty in deciding which classification applies to you, please contact OGS for clarification.

- I have a USCIS-issued work authorization card which allows me to work for any employer. My work permission expires on _____. I understand that I may work only under the terms and conditions of my current work authorization until the day it expires. I also understand that if this O-1 petition is not approved by the day my current work authorization expires, I must stop working and be removed from payroll until the O-1 petition is approved.
- I am not currently employed at Georgetown University. I do not have work authorization which allows me to work at Georgetown. I understand that I may not be employed at Georgetown until my O-1 status is approved by USCIS.
- I am currently employed/conducting research at Georgetown and am applying for a change of status since I currently do not hold O-1 status. I currently hold _____ status which expires on _____. I understand that I may work only under the terms and conditions of my current work authorization until the day it expires. I also understand that if this O-1 petition is not approved by the day my current work authorization expires, I must stop working and be removed from payroll until the O-1 petition is approved.
- I am currently employed at Georgetown and I am applying for an extension of my Georgetown-sponsored O-1 status. I understand that I may continue to work at Georgetown under the terms and conditions of my current O-1 status. I also understand that, if my current O-1 expires before the extension is approved, I may continue working for an additional 240 days, provided USCIS receives the extension petition prior to the expiration of my current O-1 status.

I certify that the above indicated statement best describes my situation. I fully understand the limitations of the status I currently hold as described above.

Signature of O-1 Applicant

Date