



O-1 REQUEST FORM

Type of O-1 request:

- Initial Entry (beneficiary/applicant is outside the U.S. and will enter in O-1 status)
- Change of Status (beneficiary/applicant is in U.S. and will change to O-1 from a different visa status)
- Change of Employer (beneficiary/applicant is O-1 and will change from another U.S. employer to RCUH)
- Extension
- Concurrent Employment
- Amended Petition

Are you requesting USCIS Premium Processing Service? Yes No

Part I: Biographical & Immigration Information (Beneficiary/Applicant will complete this section)

<p>1. Name on Passport:</p> <p>Last (surname): _____</p> <p>First (given): _____</p> <p>Middle (if any): _____</p>	<p>2. Other Names (e.g., maiden name, other spellings, etc.):</p> <hr/> <p>3. Date of Birth (mm/dd/yyyy):</p>
<p>4. Social Security Number (if any):</p>	<p>5. A# (if any):</p>
<p>6. Nationality:</p> <p>a. Country of Birth: _____</p> <p>b. Province of Birth: _____</p> <p>c. Country of Citizenship: _____</p>	<p>7. Telephone Number:</p> <hr/> <p>8. Email Address:</p>
<p>9. Foreign Address:</p> <p>Street Number and Name: _____ Apt./Ste./Flr.: _____</p> <p>City/Town: _____ State: _____ Province: _____</p> <p>Postal Code: _____ Country: _____</p>	
<p>10. If you are already in the United States:</p> <p>Date of Last Arrival: _____ I-94# (attach copy): _____</p> <p>Current Nonimmigrant Status: _____ Expiration Date: _____</p> <p>Residential address in the U.S.: _____</p> <p>If there are future travel plans for travel outside of the U.S., please list the destination and dates of departure & return*:</p> <p><i>*Note: If you are filing for a change of status or extension of stay, you should <u>NOT</u> leave the U.S. once the RCUH files the petition with the service center if the approval is not received.</i></p>	
<p>11. If you are outside the United States, or a requested extension of stay or change of status cannot be granted, state the U.S. Consulate or inspection facility you want notified if this petition is approved: _____</p>	
<p>12. If you are already in the United States, are you filing any applications for dependents? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, complete the RCUH Dependent Information Form.</p>	
<p>13. Are you currently in removal proceedings? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>14. Have you ever held O-1 status? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

If yes, provide the dates of O-1 status and copies of the I-797 approval notice(s), admission stamps, I-94.	
15. Have you ever been denied O-1 status? If yes, provide copy of denial notice.	<input type="checkbox"/> Yes <input type="checkbox"/> No
16. Have you ever been a J-1 exchange visitor or J-2 dependent of a J-1 exchange visitor? If yes, provide the dates you maintained status as a J-1/J-2. Also provide evidence of this status with copy of either a DS-2019, Certificate of Eligibility for Exchange Visitor (J-1) Status, a Form IAP-66, or a copy of the passport that includes the J visa stamp.	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

Part II: Position Information (Principal Investigator will complete this section)

1. Position Title: _____	%FTE: _____
Intended O-1 period: _____ (mm/dd/yyyy)	To: _____ (mm/dd/yyyy) Monthly Salary: _____
2. Address of Primary work location:	
3. Address(es) of any additional work locations:	
4. Principal Investigator information:	
Name: _____	
Email: _____	Phone: _____
5. Project FedEx account #:	

Part III: Instructions

The O-1 Request Form and supporting documentation must be submitted to RCUH Human Resources five to six (5-6) months prior to the requested effective date of the O-1 status for standard processing or two (2) months prior to the requested effective date of the O-1 status for premium processing. A certified English translation must be provided for any document not in English.

The following are required supporting documents:

1. Copy of valid passport and Form I-94. Include most recent Form I-94 arrival/departure record in passport if already in the U.S. If international travel and return is scheduled prior to submission of this petition, a copy of the I-94 record must be submitted to RCUH immediately upon return.
2. RCUH I-129 Export Controls Compliance Certification Form. Principal Investigator/Supervisor must complete the UH Office of Export Control's [I-129 Certification Decision Tree](http://www.hawaii.edu/offices/export/I-129/) at <http://www.hawaii.edu/offices/export/I-129/>. The Principal Investigator/Supervisor and the Dean/Director must sign the form.
3. Resume.
4. Copies of academic degree(s). If the diploma does not clearly state the major field of study, transcripts must be submitted. Diploma(s) in a foreign language must be submitted with a certified translation. If degree was granted from an academic institution outside of the U.S., a foreign educational credential evaluation must be submitted.
5. Complete list of publications.
6. Written advisory opinion from a peer group or a person designated by the group with expertise in the person's area of ability. Submit letters of recommendation or affidavits with the CV or resume of the author(s).
7. Copies of membership in Professional Affiliations or Organizations which require outstanding achievements, as judged by recognized national or international experts in the field.

8. Documentation of nationally or internationally recognized Awards or Honors for excellence in field of endeavor.
9. Copies of publications.
10. Documentation of original scientific, scholarly, or business-related contributions of major significance in the field.
11. Documentation of participation of a panel, or individually, as a judge of the work of others in the same or in an allied field of specialization to that for which classification is sought.
12. Evidence of the person's prior employment in a critical or essential capacity for organizations and establishments that have a distinguished reputation.
13. Signed letter of support from the Principal Investigator which includes:
 - a. Intended employment period;
 - b. Description of Project;
 - c. Description of job offered; and
 - d. Description of person's background and reason why he/she is most suitable for this position.
14. USCIS Filing Fees. Filing fees are subject to change. Check the [USCIS](http://www.uscis.gov/forms) website at <http://www.uscis.gov/forms> for current fees. All checks must be made payable to the "**Department of Homeland Security**" or "**U.S. Department of Homeland Security.**" Forward the check(s) to RCUH Human Resources. Filing fees must be paid by the project and cannot be passed on to the employee.
 - a. Form I-129, RCUH Human Resources will complete the form for petition.
 - b. Form I-907, Request for Premium Processing Service (Optional). RCUH Human Resources will complete the form for petition.
15. RCUH Dependent Information Form & USCIS Filing Fee (if applicable). This fee may be paid by any source, including the employee.
16. Copies of previous Forms I-797, DS-2019, I-20. (if applicable)
17. Waiver of J-1 visa two-year foreign residence requirement (INA 212(e)) or an advisory opinion. Required for J-1 holders who are subject to the two-year home country physical presence requirement.

Part IV: Certification

Beneficiary/Applicant's Certification:

I certify all of the information in my application and any document submitted with it were provided or authorized by me, that I reviewed and understand all the information contained in, and submitted with, my application and that all of this information is complete, true and accurate.

Beneficiary/Applicant (Signature)

Date

Beneficiary/Applicant (Print Name)

Principal Investigator's Certification:

I certify that I have sufficient funding to support this action and related costs.

Principal Investigator (Signature)

Date

Principal Investigator (Print Name)

Part V: RCUH Human Resources Visa Request Approval

Director of RCUH HR or Designee

Date