

O-1 (Alien of Extraordinary Ability) PETITION WORKSHEET

(To be completed by the Beneficiary)

INSTRUCTIONS: In order to help DIS process your O-1 petition, please complete this form and return it to your DIS Immigration Specialist with all required supporting documents. *Type or print clearly. All questions MUST be answered. If not applicable, write "N/A."* Please see checklist for additional documents required for this petition.

INFORMATION ABOUT THE BENEFICIARY

A. Personal

Last Name: _____ First Name: _____ Middle Name: _____

All Other Names Used: _____

Date of Birth: _____ e-mail: _____ Gender: ☐ Male ☐ Female
mm / dd / yy

Soc. Sec. No. (if available): _____ Marital Status: ☐ Married ☐ Single Children: ☐ Yes ☐ No

Country of Birth: _____ Country of Citizenship: _____ Province/State of Birth: _____

Current Occupation: _____

Work Site/Lab Address: _____

Home Country Address: _____

US Home Address (if available): _____

Current Home Phone #: _____ Work Phone # in US: _____

Passport Country of Issuance: _____ Passport #: _____ Expiration Date: _____ Date Issued: _____
mm / dd / yy mm / dd / yy

Highest Degree Obtained: _____

Major/Primary Field of Study: _____

B. Immigration Status (complete only if currently inside the US; if not currently in the US, check here ☐)

Initial Arrival Date: _____ Most Recent Arrival Date: _____ 1-94 #: _____
mm / dd / yy mm / dd / yy

Current Non-immigrant Status: ☐ F-1 ☐ F-2 ☐ J-1 ☐ J-2 ☐ H-1B ☐ H-4 ☐ TN ☐ Other (specify); _____

Expiration Date (ending date on I-20, EAD, DS-2019, I-797, etc.) _____
mm / dd / yy

Do you have any plans to travel outside of the US between now and the **start** date of this petition? ☐ Yes ☐ No

In addition, do you have any plans to travel outside of the US while this petition is **pending** with USCIS*? ☐ Yes ☐ No

If yes, please list dates of travel: _____

Consult with your Immigration Specialist before finalizing any travel plans!!

*USCIS (U.S. Citizenship and Immigration Services) is an agency of the Department of Homeland Security.

C. Visa Application Information (required)

Specify the City and Country of US Embassy/Consulate where you will apply for your entry visa if overseas or if your change of status, amendment or extension of stay is denied by USCIS (if Canadian Citizen, specify port of entry or preflight inspection city):

D. O-1 Petition Information

Have you ever been in J status (J-1 or J-2)? ☐ Yes ☐ No

If Yes: are you subject to the 2-year home residence requirement (212[e])? ☐ Yes ☐ No

If Yes: have you fulfilled this requirement by obtaining a waiver or by going home for 2 years?

If you are still subject, both you and your dependent family members must leave the US, obtain O-1 and O-3 (dependent) visas and re-enter in O status. Please discuss this with your Immigration Specialist.

Have you ever been approved for O-1 classification? ☐ Yes ☐ No If yes, please explain below:

Have you ever been denied O-1 classification? ☐ Yes ☐ No If yes, please explain below:

Are you in exclusion or deportation proceedings? ☐ Yes ☐ No

Is/has NIH ever sponsored you for lawful permanent residence (green card)? ☐ Yes ☐ No

Do you have a lawful permanent resident petition (green card) approved or pending with USCIS? ☐ Yes ☐ No

If yes, please indicate which applications are approved or pending: ☐ Form I-140 ☐ I-485 ☐ I-765 ☐ I-131

E. Family Information (All Applicants must answer)

- ☐ 1. I do not have dependents in the US.
- ☐ 2. My dependents do not require O-3 (dependent) status.
- ☐ 3. I am still subject to the two-year home residence requirement and my family will travel with me to obtain visas after the petition is approved. Note that O-3 visas are only available for your spouse and unmarried children under age 21.
- ☐ 4. I have number of dependents that require O-3 status. Note that O-3 status is only available for your spouse and unmarried children under age 21. If dependents (spouse and/or children) are currently in the US, download "Form I-539" from the USCIS website (<http://www.uscis.gov/portal/site/uscis>) and see DIS checklist for additional information.

I certify that I have read all information provided on this worksheet. The information above and documents submitted as they relate to this petition are true and correct. I understand that any misrepresentation of information or document fraud may result in termination of my employment at NIH. I also understand that information and materials submitted with this worksheet may be shared with other government agencies. In addition, I understand that my application could be delayed as a result of mandatory Department of Homeland Security (DHS) security checks. To the best of my knowledge, there is no adverse information that would negatively affect the O-1 petition. I understand that DHS determines final approval of the O-1 petition.

Signature of O-1 Worker

Print Name of Worker

mm / dd / yy

O-1 WORKER CHECKLIST

**Submit the following required documents - even for extensions
(copies of previously submitted documents become part of the
permanent record and cannot be reused).
Any document not in English must be translated.**

A. All applicants:

1. Copy of ALL diploma(s)/certificate(s) (minimum of MD or PhD required)
2. Copy of transcript if your field of study is not indicated on diploma/certificate (highly recommended)
3. Credentials evaluation if degree earned abroad (highly recommended, but not required; for a list of evaluators, go to: <http://www.naces.org/members.htm>)
4. Current Curriculum Vitae (Resume)
5. Unaltered Original Document and Translation form (page 4)
6. If currently in the US: copy of I-94 (front and back), Entry visa, and Passport ID information pages
7. Evidence to demonstrate extraordinary ability as outlined by your Immigration Specialist.
Please separate evidence by category.

B. Petition Fee - check or money order in U.S. dollars, drawn on a U.S. bank, made payable to the "Department of Homeland Security"***:

8. Fee \$320 (payable by beneficiary)**
9. If you wish for USCIS to expedite processing (i.e. 15 days for review), an additional, separate check payable to the "Department of Homeland Security" in the amount of \$1,000 is required.**

****DO NOT SUBMIT CHECK(S) UNTIL NOTIFIED BY THE DIS****

IN ADDITION, any worker currently in the US must submit the following:

C. If in J-1 or J-2 status:

10. Copies of all previous Form(s) DS-2019 (previously known as "IAP-66"), front and back
11. If currently in J-2 status, submit copy of J-1's I-94 (front and back)
12. If you have been granted a waiver of the two-year residence requirement, submit a copy of the letter of "No Objection" issued by the Department of State (DOS) and J-1 waiver application (Form DS-3035)
13. If USCIS has granted your waiver request, submit copy of I-612 waiver approval notice

D. If in F-1 or F-2 status:

14. Copies of all previous Form(s) I-20, pages 3 & 4
15. Copies of Employment Authorization Document (EAD), if applicable
16. If currently in F-2 status, submit copies of F-1's I-94 (front and back)

E. If in O-1, H-1B, or H-4 status:

17. Copies of all previous I-797 Approval Notice(s)
18. Copy of your most recent pay stub or letter from current employer to show maintenance of O-1/H-1 status
19. If in H-4 status, submit copies of H-1's I-94 (front and back) and evidence of H-1's maintenance of status

(copies of most recent pay stub or letter from current employer)

F. If Dependent(s) (spouse and/or unmarried children under 21) are in the US and eligible to apply for O-3 status:

20. Completed Form I-539 (available from the USCIS web site). **NOTE:** This form is to be completed *only* by your dependents; do NOT include your name or your information on this form. The I-539 must be signed by those ages 14 and older in Part 5; if under 14, parent should sign for child. If application is prepared by another individual (e.g. parent of minor child), complete Part 6
21. Copies of evidence of relationship, for example, marriage certificate or birth certificate
22. Copies of dependents' previous I-797 Approval Notice(s), if applicable
23. Copies of dependent's I-94(s), entry visa(s), passport information page(s) and any other evidence of entering legally and maintaining status
24. Evidence of financial support (letter from O-1 worker indicating job title, department, salary and dates of new O-1 petition as well as a statement that they will support their dependents for duration of their stay.)
25. USCIS Petition fee for I-539 of \$300 (check or money order in U.S. dollars, drawn on a U.S. bank, made payable to "Department of Homeland Security") ****DO NOT SUBMIT CHECK(S) UNTIL NOTIFIED BY THE DIS****

Submit this form and required evidence via HAND-CARRY to:

**Division of International Services /ORS
31 Center Drive, MSC 2028
Building 31, Rm B2B07
Bethesda, MD 20892-2028**

UNALTERED ORIGINAL DOCUMENTS

TO THE UNITED STATES CITIZENSHIP AND IMMIGRATION SERVICES/NIH

Copies of documents submitted are exact copies of unaltered original documents. I understand that I may be required to submit original documents to an Immigration or Consular official at a later date.

Print Name of O-1 Worker

Signature of O-1 Worker

Date Signed

TRANSLATION OF FOREIGN LANGUAGE DOCUMENT(S)

(Translations must be done by someone other than yourself *or immediate family members.*)

I, _____, hereby certify that I am
competent to translate from the _____ language into English and
that the attached is the accurate translation of the original document(s).

Print Name & Title of Translator

Signature of Translator

Date Signed

