



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

Office of Institutional Compliance

O-1

EMPLOYEE CHECKLIST & QUESTIONNAIRE (FY 2020)

Complete ONSCREEN & Submit ELECTRONICALLY
NO HANDWRITTEN REQUESTS WILL BE PROCESSED.
THANK YOU FOR YOUR COOPERATION!

TTUHSC Institutional Compliance
Immigration Compliance & Services
3601 4th Street, STOP 8165
Lubbock, TX 79430
Ph: (806) 743-3949
Email: ICS@ttuhsc.edu

EMPLOYEE INFORMATION – O-1

Evidence of O-1 Qualifications:

The O-1 category requires the University to provide evidence that the professor or researcher is significantly recognized) essentially recognized as outstanding) in the academic field specified in the petition. In order to successfully petition for an O-1 visa, the following must be provided to USCIS:

- ❖ Evidence that the beneficiary has received a major, internationally-recognized award, such as a Nobel Prize,

OR

- ❖ Evidence of at least three, and preferably four of the following:

1. ICS must include a detailed discussion of how the foreign national employee qualifies for the O-1 visa status. In order to do so ICS needs information about the research or clinical work. Therefore, the foreign national must provide a Professional Statement of Research or Clinical Work. The Professional Statement must explain the research or clinical work and its importance. The statement needs to be clear but detailed and written so that an average honors-level high school student would understand it. Explain your area of research or clinical work and your specific role and/or contributions to the area. Also explain the importance of the work to the USA or on a global scale. A sample will be provided upon request.
2. Copy of each abstract, journal article, presentation, or other written professional work show on your CV.
3. Receipt of lesser nationally or internationally recognized prizes or awards for excellence in the field of endeavor
4. Membership in associations in the field for which classification is sought which require outstanding achievements, as judged by recognized national or international experts in the field
5. Published material in professional or major trade publications, newspapers or other major media about the beneficiary and the beneficiary's work in the field for which classification is sought
6. Original scientific, scholarly, or business-related contributions of major significance in the field
7. Authorship of scholarly articles in professional journals or other major media in the field for which classification is sought
8. A high salary or other remuneration for services as evidenced by contracts or other reliable evidence
9. Participation on a panel, or individually, as a judge of the work of others in the same or in a field of specialization allied to that field for which classification is sought
10. Employment in a critical or essential capacity for organizations and establishments that have a distinguished reputation
11. Letters from distinguished members of the academic field who can attest to the outstanding quality of the foreign employees work and his/her international recognition

EMPLOYEE INFORMATION – O-1 CHECKLIST

Document List for ALL new O-1 filings INCLUDING persons already in O-1 status transferring to TTUHSC:

- ___ Employee Questionnaire with all questions answered
 - ___ Curriculum vitae (CV)
 - ___ Last diploma received (PhD/Masters/Baccalaureate) and transcripts (if your most recent diploma does not relate directly to your duties with prospective hiring department, please contact ICS)
 - ___ Certified English translation of diploma and transcripts
 - ___ Academic credential evaluation for highest non-US degree(s)
 - ___ ICS, please request an academic evaluation on my behalf
 - ___ Current passport biographical data page (if passport expiration date is on a different page, include that page also)
 - ___ Current US non-immigrant visa (if physically present in USA)
 - ___ Current [I-94 document](#)
 - ___ All prior Form I-797s showing USCIS approval notices of previous applications or petitions
 - ___ Evidence of any immigrant visa petition or labor certification application of which you are a direct beneficiary
 - ___ Evidence of any application to adjust to permanent resident status (i.e. I-485 receipt)
 - ___ Evidence of O-1 qualifications as outlined on previous page
 - ___ Professional Statement explaining research or clinical work and its importance
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- ___ If you ever held J-1 or J-2 status in the past, provide a copy of all DS-2019 or IAP-66 documents
 - ___ If you ever held J-1 or J-2 status in the past, and were subject to 212I the two-year home residency requirement, provide a copy of J-1 waiver approval (I-612 approval) or J-1 waiver recommendation letter.
 - ___ Last 2 months of pay statements from current employer (including current TTUHSC employees)

▪ If you currently have or ever had a J-1 or J-2 visa/status, and this is your first O-1 filing, also include:

- ___ Copy of I-612 approval notice showing §212(e) waiver
- ___ Copy of all IAP-66, DS-2019 documents

▪ If you currently have an F-1 or F-2 visa/status, and this is your first O-1 filing, also include:

- ___ Copy of all I-20 documents
- ___ Copy of EAD (Optional Practical Training - OPT) card

▪ If you are a Medical Resident, Clinical Fellow, or Physician also include:

- ___ Scores for USMLE Steps 1, 2 and 3
- ___ ECFMG Certificate
- ___ Copy of Texas Medical License

Document List for ALL O-1 Extension (Employees already at TTUHSC):

- ___ Employee Questionnaire with all questions answered
- ___ Updated Curriculum vitae (CV)
- ___ Current passport biographical data page showing expiration date (if changed since first O-1 filing)
- ___ Current O-1 visa stamp (if any)
- ___ Current [I-94 document](#)
- ___ Evidence of any immigrant visa petition or labor certification application of which you are a beneficiary
- ___ Evidence of any application to adjust to permanent resident status (i.e. I-485 receipt)
- ___ Last two months of pay statements from TTUHSC
- ___ All journal articles, publications, speaking engagements, abstracts or other professional output since the time the first O-1 petition was filed.

EMPLOYEE QUESTIONNAIRE (O-1)

Please answer all questions completely. If the answer to a question is **NONE** or **NOT APPLICABLE**, please state 'None' or 'N/A'. Do not leave any blanks. Uncompleted forms, or forms without all required documents will be returned to you for completion. To avoid delays, please answer every question.

Note: Note: If you are requesting a change of status while in the USA, and leave the USA before approval, you cannot return until the O-1 petition is approved, and you are issued an O-1 visa from a US Consulate. Premium Processing may be required. If you are requesting an extension of O-1 status, you can leave the USA while the application is pending but you may have to obtain an O-1 visa from a US Consulate. **Please speak with ICS prior to traveling.**

FIRST NAME:	
MIDDLE NAME OR INITIAL:	
LAST NAME:	
CURRENT HOME ADDRESS:	
ALL OTHER NAMES USED:	
EMAIL ADDRESS:	
PHONE NUMBER:	
DATE OF BIRTH:	
COUNTRY OF BIRTH:	
COUNTRY OF CITIZENSHIP:	
CITY/PROVINCE OF BIRTH:	
US SOCIAL SECURITY NUMBER (SSN):	
'A' NUMBER (if any):	
PASSPORT NUMBER:	
PASSPORT ISSUE DATE:	
PASSPORT EXPIRATION DATE:	
CURRENT VISA STATUS:	
FOREIGN ADDRESS:	
PREFERRED US CONSULATE: (FOR O-1 VISA)	<div>CITY</div> <div>COUNTRY</div>
ANSWER THE FOLLOWING QUESTIONS WITH A YES OR NO. IF THE ANSWER IS YES, PLEASE PROVIDE DETAILS AS REQUESTED	
HAVE YOU EVER HELD J-1 VISA STATUS AND BEEN SUBJECT TO THE TWO-YEAR HOME RESIDENCE REQUIREMENT?	<div>YES</div> <div>NO</div>
HAVE YOU EVER HELD H OR L STATUS IN THE PAST SIX (6) YEARS? (IF YES, GIVE THE DATES)	<div>YES</div> <div>NO</div>

HAVE YOU EVER BEEN DENIED O-1 STATUS?	YES NO
ARE DEPENDENT FAMILY MEMBERS CHANGING TO O-3 STATUS OR EXTENDING O-3 STATUS (IF YES, PLEASE READ THE INFORMATION FOR O-3 FAMILY MEMBERS PAGE)	YES NO
ARE YOU CURRENTLY IN EXCLUSION OR DEPORTATION PROCEEDINGS? (IF YES, PLEASE PROVIDE A COPY OF THE NOTICE TO APPEAR)	YES NO
ARE YOU THE DIRECT BENEFICIARY OF ANY OF THE FOLLOWING APPLICATIONS?	Permanent Labor Certification (PERM) YES NO
	I-140 Immigrant Petition YES
	NO
	I-130 Immigrant Petition YES NO
HAVE YOU FIELD ANY OF THE FOLLOWING APPLICATIONS?	Application to Adjust to Permanent Resident Status (i.e. I-485) YES NO
	Immigrant visa application with National Visa Center or US Consulate YES
	NO

___ I confirm that the information given in this form is true, complete, and accurate.

Employee Signature: _____

Date: _____

INFORMATION FOR EMPLOYEE FAMILY MEMBERS SEEKING O-3 STATUS

USCIS Form I-539 must be completed to obtain O-3 visa status only if the family members are in the USA. Form I-539 and the instructions can be found on the website at <http://www.uscis.gov/i-539>.

Note: If you need to file an I-539 application to change or extend O-3 status for family members, you must return your documents by mail as **original signatures are required** on the I-539 form.

PLEASE READ: ICS and TTUHSC cannot serve as your legal representative for O-3 visa status purposes and cannot serve as your legal representative for any part of the I-539 process. As a courtesy, ICS will do the following:

1. Review the I-539 form to ensure all questions are answered and there are no obvious errors (e.g. accidentally writing your birth year as 2015);
2. Provide the usual checklist of documents to be included in the I-539 filing (see below);
3. File the completed I-539 along with the E-3 filing.

The O-1 petition can be filed without the I-539 (O-3) application but it is strongly advised that both are filed together to ensure that all family members are approved at the same time.

The current USCIS filing fee information is here [I-539 Fee](#). Remember that there is an additional biometric fee for each family member needing O-3 status. You must include the filing fee payment with the completed I-539. USCIS cannot accept your I-539 filing without payment.

INCLUDE **ONE CLEAR PHOTOCOPY** OF EACH DOCUMENT

- ___ Adoption records, if relevant
- ___ Marriage certificate with certified English translation (if necessary)
- ___ Birth certificate of all children, with certified English translation
- ___ Passport biological data page for each family member and passport expiration date
- ___ Current US non-immigrant visa for each family member
- ___ [I-94](#) document for each family member
- ___ All prior forms I-797 documenting the approval of applications to change or extend status (if any)
- ___ Copy of the I-612 approval notice showing §212(e) waiver
- ___ Copies of all IAP-66, DS-2019 documents of I-20 documents
- ___ Evidence that the O-1 family member was in lawful status

Please read the [I-539 Instructions](#) for additional information about what must be included with your application.