



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER™

O-1

# EMPLOYEE CHECKLIST & QUESTIONNAIRE

(FY 20**19**)

Please return the completed forms and all supporting documents by mail or email to:

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

Note: If you need to file an I-539 application to change or extend O-3 status for family members, please provide an I-539 with original signature.

## 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. Receipt of lesser nationally or internationally recognized prizes or awards for excellence in the field of endeavor
  2. 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
  3. 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
  4. Original scientific, scholarly, or business-related contributions of major significance in the field
  5. Authorship of scholarly articles in professional journals or other major media in the field for which classification is sought
  6. A high salary or other remuneration for services as evidenced by contracts or other reliable evidence
  7. 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
  8. Employment in a critical or essential capacity for organizations and establishments that have a distinguished reputation
  9. Letters from distinguished members of the academic field who can attest to the outstanding quality of the foreign employee's work and his/her international recognition. **Also include the CV of each letter writer.**

**ICS must include a detailed discussion of how the foreign national employee qualifies for the O-1 visa status. In order to do so IES 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.

## EMPLOYEE INFORMATION – O-1 CHECKLIST

### All new O-1 filings (including persons in O-1 status transferring to TTUHSC) must include the following documents:

- ☐ 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 IES)
- ☐ Certified English translation of diploma and transcripts
- ☐ Academic credential evaluation for highest non-US degree(s)  
    \_\_\_ ICS, please arrange for this service 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
- ☐ 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 3 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 enclose:

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

### All O-1 Extension filings (employees already at TTUHSC) must include the following documents:

- ☐ 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

## 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: If you are requesting a change of status while in the USA, you cannot leave the US while the O-1 petition is pending. Generally, if you leave the USA before the O-1 petition is approved, 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.

- ☐ If you are traveling outside of the USA please check this box and provide your departure date: \_\_\_\_\_
- ☐ If your driver's license is expiring within 60 days, please provide a copy of the license and check the box

Name: (Last, First, Middle)	
Address:	
All Other Names Used:	
E-mail Address& Phone Number:	Ph:
Date of Birth:	
Country of Birth:	
Country of Citizenship:	
City/Province of Birth:	
Social Security No.:	
'A' Number (if any):	
Passport Number:	
Passport Issue Date:	
Passport Expiration Date:	
If currently in USA, what was your Date of Last Arrival: (mm/dd/yyyy)	
Current Visa Status:	
Foreign Address:	
Preferred US Consulate City & Country:	

## **EMPLOYEE INFORMATION (O-1), CONTINUED:**

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?

\_\_\_\_\_ Have you ever held H or L status in the past six (6) years?

(If yes, give the dates of H or L status in an mm/dd/yyyy – mm/dd/yyyy format)

\_\_\_\_\_

\_\_\_\_\_ Have you ever been denied O-1 status?

\_\_\_\_\_ Are dependent family members changing to O-3 status or extending O-3 status?

\_\_\_\_\_ Are you currently in exclusion or deportation proceedings?

(If yes, please provide a copy of Notice to Appear)

Please check if you have been the direct beneficiary of any of the following applications and provide a copy of the USCIS or Department of Labor receipt:

☐ Permanent Labor Certification Application (e.g. PERM)

☐ Immigrant Petition for Alien Work (i.e. I-140)

☐ Immigrant Petition for Alien Relative (i.e. I-130)

Please check if you have filed any of the following applications and provide documentation:

☐ Application to Adjust to Permanent Resident Status (i.e. I-485)

☐ Immigrant visa application with National Visa Center/US Consulate

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## EMPLOYEE FAMILY CHECKLIST & INFORMATION (O-3)

USCIS Form I-539 must be completed to obtain O-3 visa status only if the family members are in the USA and O-1 is not required to consular process for the O-1 visa. (Note: J-1 physicians will have to consular process for the first O-1 visa and family members will have to consular process for the first O-3 visa. Do not complete this page if that situation applies to you and your family members). Form I-539 and the instructions can be found on the USCIS website at <http://www.uscis.gov/i-539>.

**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, IES 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 2016);
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 O-1 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 USCIS filing fee is \$370.00 for the entire family plus an additional \$85.00 biometrics fee for each family member.** Please provide a check payable to "US Dept. of Homeland Security" in the amount of \$370 plus the \$85 biometric fee for each family member (regardless of age).

INCLUDE **ONE CLEAR PHOTOCOPY** OF EACH DOCUMENT

- ☐ Adoption records, if relevant
- ☐ Marriage certificate with certified English translation (if necessary)
- ☐ Birth certificates of all children, with certified English translation Passport biographical data page for each family member Passport page showing 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 I-612 approval notice showing §212(e) waiver
- ☐ Copies of all IAP-66, DS-2019 documents or I-20 documents

**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.