

REQUEST FOR O-1 STATUS CHECKLIST

All documents and portions of the request for O-1 status should be submitted together.

REQUIRED FROM DEPARTMENT:

- Original and one copy of the signed Statement of Responsibility for Legal Costs Memorandum.
- Part A- department portion of WSU O-1 Request Form.
- Official employment letter - Must include job description, position title, dates of employment and salary.
- 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 below)
- \$325 Filing Fee – Check payable to “Department of Homeland Security” to cover processing fee.
- \$1225 USCIS Premium Processing fee if you’d like to expedite the processing – Check payable to “Department of Homeland Security”

REQUIRED FROM EMPLOYEE:

- Part B – employee portion of WSU O-1 Request Form.
- C.V. or Resume
- Copy of Diploma and transcripts. Any diplomas not in English must be translated.
- Evidence of Extraordinary achievements in the field - Check all that apply:
 - copies of articles, papers and other publications authored by employee.
 - evidence of judging the work of others.
 - article(s) written about employee’s work.
 - awards received in recognition of professional accomplishments.
 - memberships in professional organizations requiring high level of achievement.
 - evidence of original contributions.
 - other evidence
- 6-10 Letters of Recommendation from recognized experts in the field: Include copies of their CVs. No more than one letter should come from Wayne State and one letter from the current employer. The remaining letters should come from other well-established experts in the field. USCIS gives greater weight to letters from people who appear to be unconnected to the foreign national. Ideally, the letters should come from as varied group of people as possible (inside and outside the U.S., academic institutions, government, private sector, etc).
- If currently in U.S., provide the following:
 - copy of current I-94 card, passport and other immigration documentation
 - I-20(s) and employment document, if applicable

- DS-2019(s)/IAP-66(s) and/or waiver, if applicable
- Copy of I-797 Approval notice of current status
- If currently working for another employer as O-1, please provide copies of all O-1 approval notices**

REQUIRED FROM EMPLOYEE'S FAMILY IN THE U.S. NEEDING TO OBTAIN DEPENDENT STATUS:

- Form I-539, Application to Change/Extend Non-Immigrant status – Available from OISS or at www.uscis.gov.

* O-1 applicant is not listed on this application. One form will cover all O-3 applicants.

- Copy of current I-94 card, passport, visa and other documentation for each O-3 applicant.
- \$290 Filing Fee – Check payable to “Department of Homeland Security” to cover processing fee.