

Georgetown University O-1 Request Form

Aliens of Extraordinary Ability

O-1 Status is reserved for individuals of extraordinary ability in the sciences, arts, education, business and athletics who have risen to the top of their fields. With this status, these individuals may temporarily enter the United States to participate in a specific project or event. The requirements for this status are strict and extensive documentation is needed to establish that the individual is recognized for his/her extraordinary ability. To qualify for this category, the individual must be nationally/internationally recognized as being in the forefront of his/her field as evidenced by the following:

1. Receipt of a major, internationally recognized award (such as the Nobel Prize), or
2. At least three of the following:
 - Receipt of nationally/internationally recognized prizes awards for excellence in the field
 - Membership in an association in the field which requires outstanding achievement (as recognized by national/international experts in the field)
 - Published material in professional publications or other major media about your work in the field
 - Participation on a panel or individually as the judge of the work of others in the field
 - Scientific, scholarly and/or business-related contributions of major significance in the field
 - Authorship of scholarly articles in the field in professional journals or major media
 - Employment in a critical capacity for organizations and/or establishments that have distinguished reputations
 - High salary or remuneration commanded by you for your services
 - Other comparable evidence

The attached form is an internal, Georgetown form designed to provide the Office of International Programs (OIP) with the information needed to complete all the necessary immigration-related paperwork. This form will become the cornerstone of all the documentation filed with the various federal agencies. Therefore, it is important to be as accurate as possible. The Employee should complete the employee section of the form while the sponsoring Georgetown Department should complete the Departmental Section. The entire form and all supporting documentation (see checklist at the bottom of this page) should be returned to:

Sandra Layton
Office of International Programs
Georgetown University
1421 37th St., NW
2 Poulton, Box 571013
Washington, D.C. 20057-1013
tel. (202) 687-5867 fax (202) 687-5944

The entire O process may take up to six months to complete, exclusive of any time needed to assemble the documentation for the application. Therefore, please allow ample processing time.

Department Checklist

The following documents are needed from the department:

- [] Department Portion of Request Form
- [] Contract or official letter from Department to employee offering position. Must include job description, position title, 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 letter)
- [] If the application is to be processed through premium processing, \$1000 check payable to "U.S. Citizenship & Immigration Services"

Note: USCIS charges a \$320 filing fee for this petition. This fee is generally paid by the foreign national.

Components	Sample Letter
<p>¶1: ESTABLISH PURPOSE</p> <p>¶2: BACKGROUND ON COLLEGE AND DEPARTMENT; OUTLINE JOB REQUIREMENTS</p> <p>¶3: OUTLINE FOREIGN NATIONAL'S EDUCATION AND EXPERIENCE</p> <p>¶4: CONNECT THE FOREIGN NATIONAL'S BACKGROUND WITH THE JOB REQUIREMENTS. GIVE THE JOB TITLE, JOB DESCRIPTION, AND SOME REASON FOR HIS/HER TEMPORARY EMPLOYMENT (LARGE NUMBER OF PEOPLE TAKING COURSE, FAILURE TO FIND ANYONE MORE QUALIFIED, ETC.)</p> <p>¶5: SET FORTH THE TERMS OF EMPLOYMENT, INCLUDING ANY CONTINGENCIES.</p>	<p>Date</p> <p>Paul E. Novak, Jr. Director U.S. Citizenship and Immigration Services Vermont Service Center 75 Lower Welden Street St. Albans, VT 05479-0001</p> <p>RE: O-1 petition on behalf of Ms. Jane Doe</p> <p>Dear Mr. Novak:</p> <p>This letter is being submitted in support of the O-1 petition filed by Georgetown University on behalf of Ms. Jane Doe, a British national.</p> <p style="text-align: center;">The Petitioner</p> <p>Georgetown University's College of Engineering has been engaged in the development of equipment and materials for the space industry since 1957. At present, we are developing a widget that will go to the moon. Our College is recognized as a leader in this field. The Department of Electrical Engineering has an opening for an Assistant Professor to teach and assist in ongoing widget research and development. To date research in this field has been most productive. We are now ready to expand research into the more advanced stages of the project and fully expect that our widgets will accompany the astronauts on their shuttle missions in approximately two years. To conduct the final phases of this research, our research team must be expanded to include a recognized expert in the field of electrical engineering and astrophysics. The position requires not only that the individual possesses an extraordinary background in electrical engineering but also in astrophysical as this individual will design the portion of the widget that is able to function in space while withstanding the extreme cold and other pressures of outer space.</p> <p style="text-align: center;">The Beneficiary</p> <p>Dr. Doe received a Ph.D. in Electrical Engineering from Oxford University in 1967 and a PhD in Astrophysics from the University of Glasgow in 1974. From 1974 until 1976, she was part of a team of engineers working to develop reusable space vessels for NASA. Since then she has acquired over twenty years of experience in a field which combines both electrical engineering and astrophysics. She is considered to be a virtual pioneer in this area.</p> <p>She has worked as part of the British space program for since 1976 and has been consulting with NASA for the past ten years. She has been recognized as one of the world leading experts in designing electrical systems suitable for space travel. She holds several international patents relating to her innovative electrical system designs. She was instrumental in developing an insulated tiles used in French space craft. These tiles protect the delicate electric systems from the freezing cold of space as well as from the extreme heat during reentry.</p> <p>Because of Dr. Doe's outstanding educational background and experience, we wish to employ her as an Assistant Professor of Electrical Engineering for a three year period, beginning January 16, 1996. In that capacity, Dr. Doe will teach courses in the multidisciplinary area of electrical engineering in space exploration. Additionally, she will work on perfecting the widget design and oversee its implementation in the space program.</p> <p>It is our intention to employ Dr. Doe for a temporary period of three years at an annual salary of \$145,000.</p> <p>Your attention to this matter is appreciated.</p> <p>Sincerely,</p> <p>Joe Hoya Dean, College of Engineering</p>

Department Portion

Full Name of Employee:		
Georgetown Department and Address:		
Supervisor's Name and Title:		
Phone:	Email:	
Administrative Contact Person:		
Department Phone:	Email:	Fax:
Location of Position: <input type="checkbox"/> On-Campus <input type="checkbox"/> Off-Campus at:		
Employee's Current Status:		
<input type="checkbox"/> New Employment (includes current employees in another non-immigrant status) <input type="checkbox"/> Extension of current employee already in O-1 status <input type="checkbox"/> Change to Georgetown as employer (new employee already in O-1 status) <input type="checkbox"/> Add Georgetown as Additional Employer (employee already in O-1 status)		
Dates Covered by this Petition: From ____/____/____ to ____/____/____ (Individuals may be sponsored for up to three years initially and then extended up to one year at a time)		
Type of Employment: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time: _____ Hours per week or _____ %FTE		
Job Title:		
Job Duties:		
Number of people this person officially supervises: _____. Their title(s): _____ Number of hours per week: _____ or % FTE: _____		
Salary Offered:		
If Petition is to be sent FEDEX, Account #: _____ and Budget Code: _____		

DETERMINATION OF FOREIGN NATIONAL'S EXTRAORDINARY ABILITY

Please check one of the following and provide the corresponding information:

- The following professional organization has provided an advisory opinion regarding the employee's recognized extraordinary ability. A copy of this letter is attached.

NAME OF PROFESSIONAL ORGANIZATION

ADDRESS

TELEPHONE NUMBER

FAX NUMBER

- There is no appropriate peer group for this occupation. Therefore, the O-1 applicant is obtaining appropriate letters of recommendation from individuals attesting to his/her professional achievements.

DECLARATION OF THE DEPARTMENT

The department will comply with the following regulations during the O-1 application process and during the employment of the above-named foreign national under the terms of O-1 status.

1. The department will notify the International Scholar (IS) Advisor if the terms of the employment change during the validity period of this O-1 petition so an amended petition can be filed with USCIS.
2. The beneficiary of this application is one of a small percentage of individuals who have risen to the top of this field and fulfills the requirements of an individual of extraordinary ability in the sciences, arts, education, business, or athletics. It is the Department's intention to employ this individual in the capacity and at the salary described above.
3. The statements made in this section of the request form are true and correct. Additionally, the Department authorized OIP to sign any official USCIS documentation related to this request on its behalf.

Department approvals:

Requestor/Supervisor: _____ Date: _____

Dept./Personnel Administrator: _____ Date: _____

Department Chair: _____ Date: _____

EMPLOYEE PORTION

Please answer all questions as accurately as possible as this information will be used to prepare the official application filed with U.S. Citizenship and Immigration Services (USCIS).

Name (family, first, middle):

All other names used:

Date of Birth: _____ (Month/Day/Year)

City/Province of Birth: _____

Country of Birth: _____

Country of Citizenship: _____

Gender: Female Male

U.S. Social Security #: _____

A # (if applicable): _____

Current Home Address:

Home Telephone:

Work Telephone:

Fax:

Email Address:

Foreign Address:

Telephone:

O-1 processing (please select manner in which you plan to obtain your O-1 status):

At U.S. Embassy/Consulate located in: _____ (city and country)

Change of status to O-1 from another classification (travel outside the United States is not recommended while O-1 petition is pending)

O-1 Extension

O-1 Concurrent Employment

Please indicate at which Consulate you will apply for your O-1 visa if a change/extension/transfer of status cannot be granted: _____ (city and country).

Passport Number:

Issue Date:

Expiration Date:

Number of dependents included in the application:

O-3 applicants must complete the I-539 Form if in the United States (See page 11.)

Prior O-1 Status

Has anyone ever petitioned for O-1 status for you?

No Yes (explain) _____

Have you ever been denied O-1 status?

No Yes (explain) _____

Have you ever held O-1 status?

No Yes (explain) _____

<p>Name (family, first, middle):</p>	
<p>Petitions for Permanent Residency</p> <p>Has a petition for Permanent Residency ever been filed on your behalf?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, explain: _____ (please also attach a copy of the receipt notice)</p>	
<p>J-1 Status</p> <p>Have you ever held J-1 status?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes: Did you have a 2-year home residency requirement? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p style="padding-left: 40px;">Have you fulfilled or received a waiver of this requirement?</p> <p style="padding-left: 80px;"><input type="checkbox"/> Yes (attach copy of waiver)</p> <p style="padding-left: 80px;"><input type="checkbox"/> No (explain) _____</p> <p><i>Please note: If you are in J-1 status and are subject to the Two-Year Home Residency Requirement, you may still be eligible for O-1 status, but you must obtain it at a U.S. Embassy or Consulate abroad.</i></p>	
<p>Current Status in the United States</p> <p>Current non-immigrant status:</p> <p>Status upon last entry into the U.S.:</p>	<p>Date of last entry into the U.S.:</p> <p>I-94 Card Number:</p> <p>Expiration Date:</p>
<p>Advisory Opinion of a Peer Group</p> <p>I have asked the individuals listed below to attest my professional recognition in the field and to speak about my achievements. (In addition to their letters, please attach copies of their C.V.'s)</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p> <p>7. _____</p> <p>8. _____</p> <p>9. _____</p> <p>10. _____</p>	

Employee Checklist

I am enclosing (check all that apply):

- Copy of my acceptance of the job offered to me
- Copy of my Curriculum Vitae (C.V.) or Resume
- Copy of my Diploma with English translations
- Evidence of Extraordinary Achievement in the field - check all that apply:
 - Copies of articles, papers, and other publications written by me
 - Evidence of judging the work of others
 - Articles written about my work
 - Awards received in recognition of professional accomplishments
 - Membership(s) in professional organization(s) 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 C.V.'s). No more than one letter should come from Georgetown and one letter from the current employer. The rest should come from other well-established experts in the field. USCIS gives greater weight to letters which come from people who appear to be unconnected to the foreign national, claiming if someone is a recognized leader in the field, people who have not worked with him/her before should still know of the individual and his/her accomplishments. Ideally, the letters should come from a varied group of people (inside the United States, outside the United States, academic institutions, government, private sector, etc.)
- If currently in the United States, copy of current I-94 card, passport and other visa documentation
 - I-20 Forms and Employment Authorization Document (EAD), if applicable
 - DS-2019 Forms and Waiver, if applicable
 - I-797 Approval notice for current status, if applicable
- \$320 Filing fee - Check payable to "U.S. Citizenship & Immigration Services"
- If dependents seeking O-3 status are in the United States, Form I-539 with copies of passport(s), I-94 card(s) and marriage and/or birth certificates.
- \$300 check payable to "U.S. Citizenship and Immigration Services" if filing Form I-539 (Please note that this check **should not** be combined with the \$320 filing fee check.)

I certify that to the best of my knowledge, the information provided is accurate.

Signature of O-1 Applicant

Date

Employment History during the Last 7 Years

Dates of Employment	Job Title, Company Name & Address	U.S. Non-Immigrant Status (If any)

Signature of O-1 Applicant

Date

Mandatory Statement for Applicants Currently in the United States

NAME: _____

Please check the option below which best describes your situation and provide the requested information. When you have done so, please indicate your understanding of your employment situation by signing below. Your application will not be processed without your signature on this page. If you have difficulty in deciding which classification applies to you, please contact the IS Advisor for clarification.

- I have a USCIS-issued work authorization card which allows me to work for any employer. My work permission expires on _____. I understand that I may work only under the terms and conditions of my current work authorization until the day it expires. I also understand that if this O-1 petition is not approved by the day my current work authorization expires, I must stop working and be removed from payroll until the O-1 petition is approved.
- I am not currently employed at Georgetown University. I do not have work authorization which allows me to work at Georgetown. I understand that I may not be employed at Georgetown until my O-1 status is approved by USCIS.
- I am currently employed/conducting research at Georgetown and am applying for a change of status since I currently do not hold O-1 status. I currently hold _____ status which expires on _____. I understand that I may work only under the terms and conditions of my current work authorization until the day it expires. I also understand that if this O-1 petition is not approved by the day my current work authorization expires, I must stop working and be removed from payroll until the O-1 petition is approved.
- I am currently employed at Georgetown and I am applying for an extension of my Georgetown-sponsored O-1 status. I understand that I may continue to work at Georgetown under the terms and conditions of my current O-1 status. I also understand that, if my current O-1 expires before the extension is approved, I may continue working for an additional 240 days, provided USCIS receives the extension petition prior to the expiration of my current O-1 status.

I certify that the above indicated statement best describes my situation. I fully understand the limitations of the status I currently hold as described above.

Signature of O-1 Applicant

Date

Photocopy Statement

Copies of documents submitted are exact photocopies 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.

Signature: _____

Printed Name: _____

Date: _____

Form I-539

- Complete only for family members already inside the United States who will be dependents. (Note: O-3 status holders may not work in the United States.)
- This form should contain only information about your dependents, not you (except Part 3, #4).
- If your spouse is listed on the form, s/he should sign it, not you. You may, however, sign the form for any underage children.
- Copies of their passport biographic pages and current I-94 cards (front and back) should accompany this application.
- There is a \$300 filing fee for the I-539. Please enclose a check payable to “U.S. Citizenship and Immigration Services.”

NOTE: If you have no dependents, disregard this section.