

## O-1 Request Form

**\*Please submit one-sided copies and do not use paper clips, staples, tape, post-its, etc. to bind the documents\***

O-1 beneficiary: \_\_\_\_\_ Intended dates: \_\_\_\_\_ to \_\_\_\_\_

O-1's email address: \_\_\_\_\_ Premium processing service?  No  Yes

**Prepare and attach the following:**

- O-1 Information Form
- I-129 export controls certification (O-1's supervisor must complete – see <https://research.hawaii.edu/orc/export-controls/>)
- I-94 Record Retrieval Consent (N/A for extensions and amendments)
- Copy of offer letter (N/A for extensions and amendments)
- Copy of PNF (if generated)
- Copy of [passport biodata and expiration page\(s\)](#)
- [Employer's support letter](#) describing the position, the worker's qualifications, and reason for the petition. For extensions and amendments, include a paragraph summarizing the beneficiary's [achievements](#) since the last O-1 petition.
- Copy of transcript and diploma showing major/field for highest degree conferred
- Copy of foreign credential evaluation of highest degree by a member of [NACES](#) or [AICE](#) (N/A if degree is from U.S.)
- Curriculum vitae, including publications list

**If this is a request for initial entry, change of status, change of employer, or concurrent employment, also provide:**

- Documentation of a major internationally recognized award **or**
- Documentation of achievements in at least 3 of these [categories](#) **or**
- Documentation showing comparable evidence of sustained acclaim in the field

**Or, if this is a request for extension or amendment, also provide:**

- Documentation of new evidence achieved in these [categories](#) since the last O-1 petition was filed

**Visa and immigration documents:**

- Copy of current [visa](#) in passport
- Copy of admission stamp and notations from last U.S. entry (if available)
- Copy of [I-94 record](#) from CBP's [website](#)
- Copy of the following documents, as applicable:
  - All previous [I-797A and/or I-797B approval notices](#) (E, H, O TN, and other work status)
  - All previous Form [DS-2019s](#) and/or [J visas](#) in passport (N/A for extensions and amendments)
  - Current [I-20](#) and [EAD](#) (if on OPT)

University of Hawai'i departments submitting O-1 requests must comply with University policies and procedures and with U.S. laws, regulations, and policies. Signatures below indicate the college and department's recognition of these responsibilities.

Department chair's signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

Dean's/Dir's signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by HR specialist: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_