

O-1 Information Form

Type of O-1 request: _____

A. Biographical and immigration information

1. Name on passport: _____
last first middle

2. Other names (maiden name, other spellings, etc.): _____

3. Birth date (mm/dd/yyyy): _____ A# (if any): _____

4. Birth country: _____ Birth province: _____ Citizenship country: _____

5. Passport #: _____ Passport issued: _____ Passport expires: _____
mm/dd/yyyy mm/dd/yyyy

6. Is this person currently in the U.S.? ☐ No – skip to #7 ☐ Yes – complete 6a, 6b, & 6c

a. U.S. home address: _____
street address – include apartment #, if any city state zip code

b. Date of last arrival in the U.S. (mm/dd/yyyy): _____ I-94 number: _____

c. Current nonimmigrant status (F-1, H-1B, etc.): _____ Status expires (mm/dd/yyyy): _____

7. At which [U.S. embassy/consulate](#) or [preclearance location](#) / [port of entry](#) will the person most likely apply for a visa?

City: _____ Country: _____

8. Foreign address (if any): _____
street address apt/bldg name & room # (if any)

city/town

province/state/region

postal code

country

9. Is this person currently in removal (deportation) proceedings? ☐ No ☐ Yes

10. Has this person ever held J-1 or J-2 status? ☐ No ☐ Yes – dates: _____
attach copies of DS-2019s or J visas

11. Has this person ever been denied O-1 classification? ☐ No ☐ Yes – attach copy of denial notice

12. Has this person ever held O-1 status? ☐ No ☐ Yes – dates: _____
attach copies of I-94s, admission stamps, I-797A/I-797B

13. Is this person planning to travel outside the U.S. in the next 6 months? Continue below if more than one trip is planned.

☐ No ☐ Yes – travel dates: _____ to _____ Country: _____
mm/dd/yyyy mm/dd/yyyy

B. UH employment

1. Position title: _____ Intended O-1 dates: _____ to _____
mm/dd/yyyy mm/dd/yyyy

2. Primary worksite: _____
campus college/school/unit department

street address

city

state

zip code

B. UH employment (continued)

3. Additional worksite(s) – provide street address(es): _____

4. FTE & salary: ☐ Full-time: \$ _____ per year
☐ Part-time: \$ _____ per hour & _____ hours per week

5. Additional compensation (if any): _____

C. Family members

Does the O-1 worker have family members who are currently in the U.S. in dependent status or who will come to the U.S. later on as O-3 dependents? ☐ No ☐ Yes – list each dependent and see Dependent Information below.

1. Name on passport: _____
last first middle
This person is: ☐ currently in the U.S. **or** ☐ currently outside the U.S. & will enter the U.S. on _____
date
Birth date (mm/dd/yyyy): _____ Gender (M/F): _____ Relationship to worker: ☐ spouse ☐ child
Birth country: _____ Birth province: _____ Citizenship country: _____

2. Name on passport: _____
last first middle
This person is: ☐ currently in the U.S. **or** ☐ currently outside the U.S. & will enter the U.S. on _____
date
Birth date (mm/dd/yyyy): _____ Gender (M/F): _____ Relationship to worker: ☐ spouse ☐ child
Birth country: _____ Birth province: _____ Citizenship country: _____

3. Name on passport: _____
last first middle
This person is: ☐ currently in the U.S. **or** ☐ currently outside the U.S. & will enter the U.S. on _____
date
Birth date (mm/dd/yyyy): _____ Gender (M/F): _____ Relationship to worker: ☐ spouse ☐ child
Birth country: _____ Birth province: _____ Citizenship country: _____

4. Name on passport: _____
last first middle
This person is: ☐ currently in the U.S. **or** ☐ currently outside the U.S. & will enter the U.S. on _____
date
Birth date (mm/dd/yyyy): _____ Gender (M/F): _____ Relationship to worker: ☐ spouse ☐ child
Birth country: _____ Birth province: _____ Citizenship country: _____

continue on a separate sheet if there are more than 4 dependents

Dependent Information

Family members who are outside the U.S. and will [enter in O-3 status](#) after the O-1 petition is approved do not need to file a Form I-539/I-539A. Dependents who will leave the U.S. before their current O-3 status expires also need not file a Form I-539/I-539A.

Form I-539 and I-539A: If the [family members](#) are currently in the U.S. and will change to/extend O-3 status, they must complete [Form I-539/I-539A](#). Complete the [Request to Include Form I-539 for Dependents](#) if the O-1 employee is would like the Form I-539/I-539A application sent to USCIS with the H-1B petition.