

O-1 REQUEST FORM – Part B: To Be Completed by Foreign National

Please do NOT leave anything blank as information below is required for the O-1 filing. If any questions, please contact Ms. Shinsaeng Ko, Immigration & Policy Research Officer in International Services and Student Affairs (ISSA), at 269/387-5873 or via e-mail at shinsaeng.ko@wmich.edu.

A. PERSONAL INFORMATION

Full Legal Name: _____
Last/Family Name First Name Middle Name

All Other Names Used (including maiden name, etc.): _____

Current Address: _____
Street City State Zip Code

Mailing Address, if different: _____
Street City State Zip Code

Foreign Address: _____
Street City State Zip Code

Phone: _____ Fax: _____ E-mail: _____

Cell phone (if available): _____ Country of Citizenship: _____

Country of Permanent Residence (*not U.S.A.*): _____

City, Province and Country of Birth: _____
City Province Country

Date of Birth: _____ Male Female Dr. Mr. Ms.
Month/Day/Year

U.S. Social Security #: _____ WMU WIN ID: _____

B. IMMIGRATION STATUS INFORMATION

Passport Number: _____ Expiration Date: _____

Has a petition for permanent residency ever been filed on your behalf?

No
 Yes, explain _____

If already in the U.S.,
Current non-immigrant status: _____ Expiration Date: _____

**** If currently working for another employer as O-1, please provide copies of all O-1 approval notices.***

I-94 card #: _____ Date you entered U.S. on your current I-94: _____

Status upon entry into U.S.: _____

List **all** previous stays in the U.S. and the status held (B-1, B-2, F-1, J-1, H-1, H-4, etc.). If more space is needed, attached a separate sheet.

Dates of Stay	Place & Purpose of Stay	Status Held

Answer the following questions.

(if you answers "YES" to any questions, please explain on a separate paper & attach copies of relevant documents).

	YES	NO
Are you or any other person included on this form an applicant for an immigrant visa or adjustment of status to lawful permanent resident?		
Has an immigrant petition ever been filed for you or any of your dependents?		
Have you or any accompanying dependents ever been arrested or convicted of any criminal offense?		
Have any dependents been employed in the U.S. since last admitted or granted a change of non-immigrant status? If yes, give the following: name of employer, department, name of immediate supervisor, phone number, and address.		
Have you or any accompanying dependents ever been subject to the J Exchange Visitor 2-Yr Home Residency Requirement?		
Have you or any accompanying dependents ever been denied a visa, a change of status, or admission to the United States?		

C. DEPENDENTS

Do you have any dependents in the U.S. who need to change/extend their status to O-3?

No Yes – please complete a Form I-539 (by dependents – one form covers all)

List family members to be included as dependents (only if already in the U.S.):

Family Name	Given Name	Age	Relationship	Immigration Status

D. PROCESSING INFORMATION

Select the manner in which you plan to obtain your O-1 status:

- At U.S. embassy/consulate located at _____ (city) _____ (country)
- Change of status to O-1 from another classification
- O-1 extension

E. PRIOR O-1 STATUS

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

- No
- Yes, please explain _____

Have you ever been denied O-1 status?

- No
- Yes, please explain _____

Have you ever held O status?

- No
- Yes, please explain _____

F. EVIDENCE OF EXTRAORDINARY ABILITY

As further evidence of my professional accomplishments, I am including the following documentation (please list evidence to be submitted to establish your outstanding ability. Please do not list each individual publication):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

G. STATEMENT OF UNDERSTANDING BY THE EMPLOYEE

By signing this statement, I, _____, agree to the conditions and statements listed below.
(your name)

- I declare under penalty of perjury that the information provided is true and accurate. I understand that to knowingly furnish false information in the preparation of these forms and any supplement thereto or to aid abet or counsel another to do so is a federal offense punishable by a fine or imprisonment up to five years, or both.
- The application for O-1 and the signature of any WMU employee, and any other statement made by a WMU employee in his/her official WMU capacity for the purpose of supporting the application shall not be utilized for any purpose other than applying for the immigration status I am seeking now.
- I understand that endorsement of the O-1 application and/or accompanying letters by any WMU employee shall not be construed to be a promise of or commitment for continued employment, or commitment or guarantees or support regarding tenure or merit increases.
- I understand that the petition shall not in any way affect my employment status with the University relative to all the provisions set forth in the AAUP collective bargaining agreement (if represented by AAUP).
- I understand that the petition shall not in any way affect my employment status with the University relative to all the provisions set forth in University procedures and policies, and other applicable communications with me regarding my employment. The University continues to reserve all rights in this regard.
- I understand that University must deal with the reality of certain deadlines imposed by its Schedule of Classes. Whether and when approval of my O-1 petition is obtained is something that is not within the control of the University. The University must deliver its classes and services. If my current immigration (visa) status expires before a ruling is made on my O-1 petition, and I have not produced a valid work authorization to continue or begin working for the University, the University would have no choice but to terminate my employment at the time my appropriate employment authorization expires.
- I agree that I need to provide proof of authorization to work in the United States before I can be hired into or continue in the position that was offered to me.
- It is my responsibility to promptly provide the Immigration & Policy Research Officer in ISSA, Human Resources, and my Department with copies of any and all correspondence or documentation I have receive from the Department of Homeland Security and its bureaus in regard to my application.
- I will immediately inform the Immigration & Policy Research Officer in ISSA if there are any changes in the terms and conditions of the WMU's O-1 employment.
- I will immediately inform the Immigration & Policy Research Officer in ISSA if I decide to leave my O-1 position (advance notice is required).
- I will consult with the Immigration & Policy Research Officer in ISSA prior to leaving the U.S. for any reason as immigration regulations change frequently.
- I understand that the Department of Homeland Security (DHS) requires that I inform the DHS of address or name change using Form AR-11 or AR-11SR within 10 days from moving/changing. I also understand that I must also provide a copy of Form AR-11 or AR-11SR to Immigration & Policy Research Officer in ISSA after mailing the original form to the DHS.
- I will immediately inform the Immigration & Policy Research Officer in ISSA (Shinsaeng Ko; 269/387-5873; shinsaeng.ko@wmich.edu) if there are any changes to the information given above.

Employee Signature: _____ Date: _____

PLEASE RETURN THIS APPLICATION FORM TO THE ADMINISTRATIVE CONTACT PERSON IN THE WMU HIRING DEPARTMENT ALONG WITH REQUIRED SUPPORTING DOCUMENTS AS OUTLINED IN THE O-1 CHECKLIST.

**WESTERN MICHIGAN UNIVERSITY
INTERNATIONAL SERVICES AND STUDENT AFFAIRS
4255 ELLSWORTH HALL ♦ KALAMAZOO, MICHIGAN 49008-5246 ♦ (269) 387-5866 ♦ FAX (269) 387-5899**