



WESTERN MICHIGAN UNIVERSITY

O-1 APPLICATION CHECKLIST

Please note that O-1 applications can be filed up to six months in advance from the employment start date or current O-1 end date, but no later than a month and a half in advance. Thus, please plan ahead. For faster and timely processing, please send all applications and supporting documents at the same time. For more information, please contact Shinsaeng Ko, Immigration & Policy Research Officer in International Services and Student Affairs, at (269) 387-5873 or via e-mail at shinsaeng.ko@wmich.edu.

REQUIRED FROM DEPARTMENT:

- Part A - department portion of WMU 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.

*The letter of support for the O-1 application should have the following components:

- Should be detailed
- Should establish purpose
- Should include background on the hiring department/college
- Should outline the position requirements
- Outline foreign national's education and experience – be sure to connect his/her background with the job requirements.
- Give job title, job description, some reasons for his/her employment (large number of people taking course, failure to find anyone more qualified, etc.), and set forth the terms of employment

- \$190 (or \$320 if the O-1 application to USCIS is postmarked on or after 07/30/2007) Filing Fee – Check payable to "Department of Homeland Security" to cover processing fee.
- \$1000 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 WMU 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

(continued)

- 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 WMU 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 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.

\$200 (or \$300 if postmarked on or after 07/30/2007) Filing Fee – Check payable to "Department of Homeland Security" to cover processing fee.

* All documents submitted to the Department of Homeland Security must be in English or a copy of the original document (in foreign language) with an English translation. Thus, please submit certified translations for all foreign language documents. The translator must certify that he/she is competent to translate, and that the translation is accurate. The certification format should include the certifier's name, signature, address, and the date of certification. A suggested format of *Translation Certification* is:

I, _____, certify that I am fluent in the English and _____ languages, and that the above/attached document is an accurate translation of the document above/attached entitled _____ . I have no personal interest in this matter.

Signature: _____

Date: _____

Name: _____

Address: _____