

## O-1 APPLICANT CHECKLIST

An O-1 applicant must submit the following documents to UC International Services via eForm on [iBearcatsGlobal](#):

**1. A copy of the highest diploma and related transcript.**

- a. If the degree is not from a university in the U.S., Canada (except Quebec), or United Kingdom, an evaluation of the equivalent U.S. must be submitted. A list of credential evaluators is available [online](#).
- b. Any documents not in English must be translated and accompanied by a translator's statement as follows: I, \_\_\_\_\_, hereby certify that I am competent to translate from the \_\_\_\_\_ language into English and that the attached is an accurate translation of the original document.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

You should also submit a copy of the document in the native language along with the translation.

**2. Curriculum Vitae.**

**3. A copy of the passport picture ID page and expiration date page.**

**4. If you are currently in the U.S., copies of the following documents:**

- a. All previously issued I-20s (if you hold an F-1 or F-2 visa)
- b. All previously issued DS-2019s (if you hold a J-1 or J-2 visa)
- c. A copy of the Employment Authorization Document (EAD card) for those on Optional Practical Training (OPT)
- d. If on J-1 status, proof that the two-year home residency requirement is not applicable or has been waived.
- e. The I-94 card (front & back) or copy of the [electronic I-94 record](#).
- f. Statement of all previous visa statuses held in the U.S., including dates of stay, types of visas, and copies of all documents (IAP-66, DS-2019, I-20, I-797, etc.)

**5. If you are already in the U.S. on O-1 or other employment visa status (H-1B, L-1, etc.) with another employer, you need to provide:**

- a. Proof that you are still employed at the time of your application, including a current paycheck receipt. You must remain employed until your TN petition is approved by USCIS.
- b. Copies of all approval notices for your current visa status.

6. **If you have a spouse and/or children in the U.S. as dependents**, you must submit the following:
  - a. Form I-539 – Application to Extend/Change Nonimmigrant Status, available [online](#).
  - b. Copies of I-94 cards (front & back) or [electronic I-94 records](#).
  - c. Check for \$370 made out to the Department of Homeland Security.
  - d. Proof of the dependent’s relationship to you (marriage or birth certificate).
  - e. Copy of dependent’s passport identification page & expiration page.
  - f. Copy of dependent’s visa stamps.
  - g. Copies of all previous immigration documents, if applicable (I-797, I-20, IAP-66, DS-2019).
7. Letters of reference from prominent colleagues who can confirm your original contributions of major significance to your field and otherwise help UC prove that you satisfy the DHS definition of extraordinary.
8. A “peer group” or “expert” advisory opinion. The regulations of the DHS define a “peer group” as a “group or organization which is comprised of practitioners of the alien’s occupation who are of similar standing with the alien and which are governed by such practitioners.” A peer group should preferably be a labor or professional organization. The advisory opinion for O-1 extraordinary ability must describe your ability and achievements in the field of endeavor, the nature of the duties to be performed, and whether the position requires somebody of extraordinary ability.
9. A detailed description of the beneficiary’s past and ongoing work in the field.
10. Copies of your most important (full-length and abstract) articles from professional journals with a brief description of the significance of each article, as well as evidence of presentation of articles or lectures at conferences or seminars. Please note that any applications in a foreign language must be submitted to the DHS with certified translations using the above-referenced language.
11. Copies of materials published in professional or major trade publications including, for example, citations to your work, or in major media about your work. Again, any publications in a foreign language must be submitted to the DHS with certified translations using the above-referenced language.
12. Evidence of your participation in a panel or individually, as the judge of the work of others in your field, for example, peer review of papers or other work of colleagues.

All of this documentation can be sent to UC International Services electronically as a PDF document using the eForm process on iBearsGlobal. If you cannot do this, please call our office at 513-556-4278 or email [international.students@uc.edu](mailto:international.students@uc.edu) for further instructions.