The following documents must be sent (scanned or emailed) to UC International Services on behalf of the O-1 applicant.

1. A copy of highest diploma and related transcript. 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. degree must be submitted. A list of companies that prepare credential evaluations can be obtained from the H-1B request file.

Note: 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: ______________________________________

For documents not in English, you should 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 the applicant is currently in the U.S., copies of the following documents must be submitted:
   a) F-1 or F-2 visa holders should submit copies of current and ALL previously issued I-20’s.
   b) Applicants on Optional Practical Training should submit a copy of the EAD card (Employment Authorization Document).
   c) J-1 or J-2 visa holders should submit copies of current and ALL previously issued DS-2019 forms.
   d) J visa holders subject to the two year home residency requirement should also submit a copy of their waiver approval notice.
   e) If on J-1 status, proof that the two-year home residency requirement has been waived (or proof he/she is not subject to the requirement).
   f) Copy of the biographic page from a valid passport reflecting issuance and expiration dates.
   g) Photocopy of I-94 card (front and back) if your most recent entry to the U.S. occurred before April 30, 2013. If your most recent entry occurred after April 30, 2013, print out an electronic I-94 card at http://www.cbp.gov/i94.
   h) Statement of all previous visa statuses held in the U.S. This should include types of visas, dates of stay, and copies of all available documents (such as IAP-66’s, DS 2019’s, I-20’s, I-797 approval notices, etc.).

5. If you are already in the U.S. on E-3 or another employment visa (H-1B, L-1, etc.) approval with another employer, you will need to provide:
   a) Proof that the employment is still in effect at the time of application for the UC E-3 petition. Such proof should include a current paycheck receipt. You must remain employed until the UC E-3 petition is approved by USCIS.
   b) Copies of all approval notices for the current status in the U.S.
6. If the applicant has a spouse and/or children in the U.S. on dependent status the following must be submitted:
   a) Form I-539 (Application to Extend/Change Nonimmigrant Status). This form can be found on our website at: www.uc.edu/international/services.
   b) Photocopies of dependent I-94 cards (front and back) if their most recent entry to the U.S. was prior to April 30, 2013. If their most recent entry occurred after April 30, 2013, print out an electronic copy of the I-94 at http://www.cbp.gov/i94.
   c) Check for $290 made payable to the Department of Homeland Security
   d) Proof of relationship to the applicant (marriage/birth certificate).
   e) Copy of dependent's passport identification page, including expiration page
   f) Copy of dependent's visa stamps.
   g) Copy of ALL previous immigration documents (I-797 approval notices, I-20's, IAP-66's, DS-2019's, etc.).

7) Letters of reference from prominent colleagues who can confirm his/her original contributions of major significance to his/her field and otherwise help UC prove that beneficiary satisfies the DHS definition of extraordinary.

8) The beneficiary will also have to produce 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.” Alternatively, the advisory opinion can be issued by an expert in the field. A peer group should preferably be a labor or professional organization. The advisory opinion for O-1 extraordinary ability must describe the applicant’s 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 the beneficiary’s 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, signed by the translator, using the following language: “I, (state name), hereby certify that I am competent to render a translation from the (state language) language to English language, and further that the foregoing is a true, complete and accurate translation of the (document being translated), dated (give date).”

11) Copies of materials published in professional or major trade publications including, for example, citations to his/her work, or in major media about his/her 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 the beneficiary’s participation in a panel or individually, as the judge of the work of others in his field, for example, peer review of papers or other work of colleagues.