HIRING DEPARTMENT CHECKLIST – O-1 VISA APPLICATION

The hiring Department must submit the following documents to UC International Services in support of an O-1 application request:

☐ A completed “Checklist for Export Control Issues For Hiring International Workers” form. The form must be certified by the Department/Division Head and is linked on the Information About the University Position eForm.

☐ A detailed letter to the Department of Homeland Security (DHS) indicating job title and salary for the beneficiary, value of benefits, and a description of the beneficiaries anticipated duties.

☐ A letter of reference in support of The University of Cincinnati’s O-1 petition on behalf of the beneficiary, as well as a description of the departments other staff in the field, including the curriculum vitae for any particularly outstanding researchers in the department must be attached. The curriculum vitae of the Department Head must also be attached.

☐ Copies of articles from the popular and professional press describing the University of Cincinnati, its work, and the competition and challenges it faces, for example in receiving federal grant monies.

☐ The name of the University of Cincinnati’s Congressperson or Senator, and an indication whether the University has a relationship with him or her.

☐ A statement that the department will provide “return transportation abroad” in the event the O-1 employee is terminated before the expiration of his/her visa status.

☐ A check made out to the Department of Homeland Security for $460.