



Cover Sheet: O-1 Inside U.S. (Change of Employer or New Event)

Important Note: Please do not submit this request until you have consulted your OIS Immigration Specialist to determine that an O-1 petition is appropriate.

Department	
Contact Name	
Contact Email	
Contact Phone	Contact Fax
Intl Faculty/Staff Name	
Intl Faculty/Staff Email	

Please find attached the following documents:

From Department

- Two copies of the original/official hire/appointment letter
- \$320 application fee check made out to the U.S. Department of Homeland Security
- (If applicable) \$1,000 premium processing fee check made out to the U.S. Department of Homeland Security

From International Faculty/Staff Member

- Original and copy of letters of attestation or Recommendation from experts in the field (alternative to Written Advisory Opinion from a recognized "peer group")
- Original and copy of Written Advisory Opinion from a recognized "peer group" (alternative to letters of attestation or recommendation from qualified experts in the field)
- Two copies of evidence meeting the evidentiary standard for a Person of Extraordinary Ability (see the [O-1 Information Packet](#) on the OIS web site for more details)
- Two copies of the front and back of the most recent Form I-94 Arrival/Departure Record
- Two copies of all previously issued Forms I-797 Approval Notices for O-1 status
- Two copies of the most recent curriculum vitae or resume
- Two copies of the passport identification page (and page with extension of validity, if appropriate)
- Two copies of evidence of all post-secondary degrees (including English translation if in a language other than English)
- (if applicable) Two copies of documents attesting to relevant licensure
- (if applicable) Two copies of an official foreign academic credential evaluation for the highest relevant degree.
- (If applicable) Two copies of I-797 Receipt/Approval Notices for I-140/I-485 petitions
- (If applicable) Two copies of the Dependent forms and fees if applying for O-3 status for spouse and/or unmarried child(ren) under the age of 21
- (If applicable) \$1,000 premium processing fee check made out to the U.S. Department of Homeland Security

Notes:

YOUR O-1 REQUEST WILL BE PROCESSED WITHIN 6 WEEKS OF RECEIPT OF ALL MATERIALS



Cover Sheet: O-1 Inside U.S. (Change of Status)

Important Note: Please do not submit this request until you have consulted your OIS Immigration Specialist to determine that an O-1 petition is appropriate.

Department	
Contact Name	
Contact Email	
Contact Phone	Contact Fax
Intl Faculty/Staff Name	
Intl Faculty/Staff Email	

From Department

- Two copies of the original/official hire/appointment letter
- \$320 application fee check made out to the U.S. Department of Homeland Security
- (If applicable) \$1,000 premium processing fee check made out to the U.S. Department of Homeland Security

From International Faculty/Staff Member

- Original and copy of letters of attestation or Recommendation from experts in the field (alternative to Written Advisory Opinion from a recognized "peer group")
- Original and copy of Written Advisory Opinion from a recognized "peer group" (alternative to letters of attestation or recommendation from qualified experts in the field)
- Two copies of evidence meeting the evidentiary standard for a Person of Extraordinary Ability (see the [O-1 Information Packet](#) on the OIS web site for more details)
- Two copies of the front and back of the most recent Form I-94 Arrival/Departure Record
- Two copies of additional evidence of current legal status in the U.S. – e.g. Form I-797, Form I-20, Form DS-2019, Employment Authorization Document, etc.
- Two copies of the most recent curriculum vitae or resume
- Two copies of the passport identification page (and page with extension of validity, if appropriate)
- Two copies of evidence of all post-secondary degrees (including English translation if in a language other than English)
- (if applicable) Two copies of documents attesting to relevant licensure
- (if applicable) Two copies of an official foreign academic credential evaluation for the highest relevant degree.
- (If applicable) Two copies of I-797 Receipt/Approval Notices for I-140/I-485 petitions
- (If applicable) Two copies of the Dependent forms and fees if applying for O-3 status for spouse and/or unmarried child(ren) under the age of 21
- (If applicable) \$1,000 premium processing fee check made out to the U.S. Department of Homeland Security

Notes:

YOUR O-1 REQUEST WILL BE PROCESSED WITHIN 6 WEEKS OF RECEIPT OF ALL MATERIALS



Cover Sheet: O-1 Outside U.S.

Important Note: Please do not submit this request until you have consulted your OIS Immigration Specialist to determine that an O-1 petition is appropriate.

Department	
Contact Name	
Contact Email	
Contact Phone	Contact Fax
Intl Faculty/Staff Name	
Intl Faculty/Staff Email	

Please find attached the following documents:

From Department

- Two copies of the original/official hire/appointment letter
- \$320 application fee check made out to the U.S. Department of Homeland Security
- (If applicable) \$1,000 premium processing fee check made out to the U.S. Department of Homeland Security

From International Faculty/Staff Member

- Original and copy of letters of attestation or Recommendation from experts in the field (alternative to Written Advisory Opinion from a recognized "peer group")
- Original and copy of Written Advisory Opinion from a recognized "peer group" (alternative to letters of attestation or recommendation from qualified experts in the field)
- Two copies of evidence meeting the evidentiary standard for a Person of Extraordinary Ability (see the [O-1 Information Packet](#) on the OIS web site for more details)
- Two copies of the most recent curriculum vitae or resume
- Two copies of the passport identification page (and page with extension of validity, if appropriate)
- Two copies of evidence of all post-secondary degrees (including English translation if in a language other than English)
- (if applicable) Two copies of documents attesting to relevant licensure
- (if applicable) Two copies of an official foreign academic credential evaluation for the highest relevant degree.
- (If applicable) Two copies of I-797 Receipt/Approval Notices for I-140/I-485 petitions
- (If applicable) \$1,000 premium processing fee check made out to the U.S. Department of Homeland Security

Notes:

YOUR O-1 REQUEST WILL BE PROCESSED WITHIN 6 WEEKS OF RECEIPT OF ALL MATERIALS



Cover Sheet: O-1 Extension/Amendment

For an individual already employed at Pitt in O-1 status

Department	
Contact Name	
Contact Email	
Contact Phone	Contact Fax
Intl Faculty/Staff Name	
Intl Faculty/Staff Email	

Please find attached the following documents:

From Department

- Original and copy of a letter describing the continuing nature of work
- \$320 application fee check made out to the U.S. Department of Homeland Security
- (If applicable)* \$1,000 premium processing fee check made out to the U.S. Department of Homeland Security

From International Faculty/Staff Member

- Two copies of the front and back of the most recent Form I-94 Arrival/Departure Record
- Two copies of all previously issued Forms I-797 Approval Notices for O-1 status
- Two copies of the most recent curriculum vitae or resume
- Two copies of the passport identification page (and page with extension of validity, if appropriate)
- (If applicable)* Two copies of I-797 Receipt/Approval Notices for I-140/I-485 petitions
- (If applicable)* Two copies of the Dependent forms and fees if applying for O-3 status for spouse and/or unmarried child(ren) under the age of 21
- (If applicable)* \$1,000 premium processing fee check made out to the U.S. Department of Homeland Security

Notes:



The University of Pittsburgh
Office of International Services

Cover Sheet: O-3 Dependent Inside USA

To be submitted concurrently with a request for an O-1 petition. Potential O-3 dependents outside the USA should not submit any documents.

Department
Contact Name
Intl Faculty/Staff Name

Please find attached the following documents:

One per family:

- Original and copy of completed and signed Form I-539 (available at www.uscis.gov under "Immigration Forms")
Note: Form I-539 should include dependent family member information only – not the information for the O-1
- \$300 application fee check made out to the U.S. Department of Homeland Security

For each dependent:

- Two copies of the passport identification page (and page with extension of validity, if appropriate)
- Two copies of additional evidence of current legal status in the U.S. – e.g. Form I-797, Form I-20, Form DS-2019, Employment Authorization Document, etc.
- Two copies of the front and back of the most recent Form I-94 Arrival/Departure Record
- Two copies of evidence of relationship to primary (marriage certificate, birth certificate, family register, etc. – including an English translation if in a language other than English)
- (If applicable) Two copies of I-797 Receipt/Approval Notices for I-140/I-485 petitions

Notes: