



The University of Pittsburgh
Office of International Services _____

O-1 Check-In and Compliance Form

PLEASE PRINT NEATLY AND BE SURE TO COMPLETE ALL FIELDS.

Biographical Information

Name: _____
Family Name *Given Name* *Middle Name*

Gender: Male Female Marital Status: Married Single Date of Birth ____ / ____ / ____
mm *dd* *yyyy*

U.S. Home Address:
 Street Address _____
 City, State/Province _____
 Postal Code _____
 Telephone _____ Fax _____ E-Mail _____

Emergency Contact Information

Contact Name: _____
Family Name *Given Name* *Middle Name*

Relationship to you (e.g., mother, father, brother, etc.): _____

City, State/Province _____
 Country and Postal Code _____
 Telephone _____ Fax _____ E-Mail _____

Maintaining your O-1 Status

PLEASE READ THE FOLLOWING CAREFULLY AND SIGN ON THE REVERSE

The O-1 visa category is for the temporary employment of “aliens of extraordinary ability” by a specific employer. Individuals in O-1 status are permitted to remain in the U.S. as long as they maintain their O-1 status by working only for the employer who has sponsored their status and by adhering to the original terms and conditions of employment. Any changes in employment must be reported to the Office of International Services (OIS) in advance. Some examples of changes include, but are not limited to, the following: a leave of absence, promotion, change in salary, or change of department.

It is critical that internationals in O-1 visa classification maintain their legal status in the United States. You must be aware of, and comply fully with, the following:

- Maintain a valid passport at all times, unless exempt from passport requirements.
- Work only for the employer(s) that have obtained an approved O-1 petition on your behalf.
- Report any proposed changes in employment conditions to the Office of International Services.

(over)

- ❑ O-1 status can be granted for an initial period of up to the three years. Extensions can also be granted thereafter in one-year increments.
- ❑ Non-immigrants in O-3 status (dependents of O-1 status holders) are NOT authorized to work.
- ❑ The processing of an O-1 petition is an extremely complex and lengthy process involving government agencies at the local, state, and federal level. It is *your* responsibility to ensure that the processing for any extension(s) of your O-1 status is started in a timely manner. [NOTE: You are strongly urged to start the process 6 months in advance.]
- ❑ “Dual intent” is recognized for individuals in O-1 status. A foreign national in O-1 status is not subject to the presumption of immigrant intent under certain portions of U.S. immigration law.
- ❑ There is NO grace period for foreign nationals in O-1 status after the authorized period of stay ends. You must petition for an extension or change of status *prior to* the expiration of your current O-1 status. If you resign from your job or are terminated, and you have no other petition currently pending with USCIS, you are considered to be out of legal status.
- ❑ Do NOT travel outside the U.S. without first consulting the OIS. If an international in O-1 status is in the process of adjusting his/her status to U.S. Lawful Permanent Resident (LPR) and has a Form I-485 pending with USCIS, he/she MUST apply for Advance Parole using Form I-131 and apply for an Employment Authorization Document (EAD) using Form I-765 PRIOR TO traveling outside of the U.S. (NOTE: You should allow up to 180 days for these applications to be processed by USCIS in advance of your travel.) Individuals in O-1 status with a pending LPR application may not re-enter the U.S. in O-1 status. They must re-enter in Advance Parole as a pending LPR; otherwise, their LPR application will be nullified. After having re-entered the U.S. via Advance Parole, the international MUST have a valid EAD in order to continue employment at Pitt. The O-1 is no longer applicable. An Advisor in OIS will discuss this and other complex issues regarding travel prior to your departure.
- ❑ Report a change of address to the OIS within 10 days of the change. You should also report the change to other departments throughout Pitt. Finally, you must also notify the USCIS by completing a Form AR-11 or AR-11SR. You can complete this form online by going to <http://www.uscis.gov> and clicking “Change Your Address with USCIS”
- ❑ If you are subject to the National Security Entry-Exit Registration System (NSEERS), you must comply with all requirements. Comprehensive information regarding the NSEERS program is available at the Department of Homeland Security’s website - http://www.ice.gov/graphics/enforce/imm/imm_sr.htm.

Please keep in mind that there is a difference between O-1 status and an O-1 visa. O-1 status is granted when an employer receives an Approval Notice (Form I-797) from the U.S. Citizenship & Immigration Services (USCIS) approving the O-1 petition. An O-1 visa is the stamp placed in a foreign national’s passport by the U.S. Department of State (DOS) and is granted *for entry purposes only*. Even if your visa is valid, you can lose your legal O-1 status if you do not comply with immigration laws regulating your stay in the U.S. *If you fail to maintain your legal O-1 status, you may be considered unlawfully present in the United States and may be subject to deportation.*

IMPORTANT NOTE: This information is not exhaustive and is subject to change without notice. International employees should contact the Office of International Services (OIS) at 412.624.7120 to arrange an appointment to discuss any questions or concerns related to your legal status in the United States.

The OIS web site, <http://www.ois.pitt.edu>, is an important resource for information regarding your stay in the United States. To remain up-to-date on changes in U.S. immigration law, changes in OIS policies and/or procedures, workshops and information sessions offered by OIS, please visit the site regularly.

I have read the information above about maintaining my legal status in the United States and understand that I must comply fully with these regulations in order to remain in legal status.

Print Name: _____ Signature: _____ Date: _____