

INFORMATION ABOUT O and P NONIMMIGRANT WORKERS

This section must be completed by the O or P applicants

Correct spelling is **very important. Names should appear exactly as shown in your passport.**

Please enter "N/A" if question does not apply to you.

Part I General Information

1. _____
Last First Middle (if any)

2. **Date of Birth:** _____

3. **Place of Birth:** _____
City/Town State/Province

4. **Country of Birth:** _____

5. **Country of Citizenship:** _____

6. **Country of Legal Permanent Residence:** _____

7. **Marital Status:** _____

8. **Gender:** _____

Fax: 001 (210) 458-7222

9. **Social Security Number:** **For security reasons, please fax a copy of your SSN to our office.** I do not have an SSN: _____

10. **Current address:** _____
Street City State Zip Code

11. **Telephone:** Home _____ Office _____ Cell _____

12. **Email address:** _____

13. **Address abroad to which you will return after your stay in the United States is completed.**

(All applicants must provide a foreign address):

Street City Province Postal Code Country

Part II. Immigration Information

14. **If in U.S., Current Visa:** _____

Current Visa Expiration Date: _____

15. **I-94 Current Status:** _____

I-94 Number: _____

I-94 Expiration Date: _____

Passport Number: _____

16. **Last Arrival Date:** _____

Passport Issue Date: _____

17. **Have you ever been on J-1 status?**

Passport Expiration Date: _____

If yes, indicate time period: _____ to _____

18. **Total Prior Months on J-1:** _____

19. **Were you subject to the 2-Year Home Country Residence Requirement?**

If yes, did you (a) obtain a waiver _____ or (b) fulfill the requirement? _____ **Please provide evidence.**

20. **Have you ever been on L-1 status?**

Total Prior Months on L-1: _____

21. **Have you ever been on O or P status?**

Total Prior Months on O or P: _____

22. **Dates of prior periods** of O-1/O-2 and/or P-1/P-2/P-3 nonimmigrant stay in the U.S. for the past 10 years and type(s) of visa. (Please attach additional sheet, if necessary).

From: _____	To: _____	Visa type: _____
From: _____	To: _____	Visa type: _____
From: _____	To: _____	Visa type: _____
From: _____	To: _____	Visa type: _____
From: _____	To: _____	Visa type: _____
From: _____	To: _____	Visa type: _____

23. **Date of initial arrival into U.S.:** _____

24. **SEVIS #**, if any: N _____ **EAD #**, if any _____

25. **Has an immigrant visa petition or application for permanent labor certification ever been filed on your behalf?**

If Yes, where did you apply and what is the status of the application? _____

26. **Have you ever applied for permanent residence in the U.S.?**

If Yes, where did you apply? _____

When did you apply? _____

What is the status? _____ If Approved, what was the date of approval? _____

27. **If USCIS requires that you obtain an O or P visa in your passport**, which U.S. Embassy/Consulate abroad would you use?

City/Location of U.S. Embassy: _____ Country: _____

Part III. Dependent(s) Information

Dependent Information (Spouses and children under the age of 21) — Primary dependents must complete Form I-539 and submit information on other members in addition to required USCIS fee. Provide copies of passport biographic data page(s), visa(s), entry stamp(s), I-94(s), I-20(s), DS-2019(s), etc. for each dependent, if applicable.

28. **Is your family currently in the U.S.?**

29. **If Yes, what is their visa status?** _____ **Will they need a change of status to O-3 or P-4?** _____

How many family members? _____

30. **If not in U.S., will they accompany you in your O or P status?**

Part IV. Education Information

(List all degrees earned)

31. **Highest degree(s) completed:**

If Other, please list _____

32. **Name of institution** where highest degree was issued: _____

33. **Address of degree-granting institution, if in U.S.:** _____

34. **Date on which the degree was granted:** _____

35. **Major/Primary Field of study:** _____

Part V. Employment Information

36. **Describe your present occupation:** _____

37. **Summary of Prior Work Experience, up to 10 years, starting with last employment:**

_____	From: _____	to: _____
_____	From: _____	to : _____
_____	From: _____	to: _____
_____	From: _____	to : _____
_____	From: _____	to: _____
_____	From: _____	to : _____
_____	From: _____	to: _____
_____	From: _____	to : _____
_____	From: _____	to: _____
_____	From: _____	to : _____

36. **Describe the proposed duties.**

TRUE COPY STATEMENT

I hereby certify that copies of documents submitted are exact photocopies of unaltered original documents. I understand that I may be required to submit original documents to an immigration/adjudication officer or consular officer at a later date.

Printed name

Signature

Date

Documents that O or P Applicant Needs to Submit to the Office of International Services

1. Completed Information sheet for O and P nonimmigrant worker.
2. Immigration History Form.
3. At least three (3) of the following documents:
 - 1.) Documentation of the alien's receipt of nationally or internationally recognized prizes or awards for excellence in the field of endeavor.
 - 2.) Documentation of the alien's membership in associations in the field for which classification is sought, which require outstanding achievements of their members, as judged by recognized national or international experts in their disciplines or fields.
 - 3.) Published material in professional or major trade publications or major media about the alien, relating to the alien's work in the field for which classification is sought, which shall include the title, date, and author of such published material, and any necessary translation.
 - 4.) Evidence of the alien's participation on a panel, or individually, as a judge of the work of others in the same or in an allied field of specialization to that for which classification is sought.
 - 5.) Evidence of the alien's original scientific, scholarly, or business-related contributions of major significance in the field.
 - 6.) Evidence of the alien's authorship of scholarly articles in the field, in professional journals, or other major media.
 - 7.) Evidence that the alien has been employed in a critical or essential capacity for organizations and establishments that have a distinguished reputation.
 - 8.) Evidence that the alien has either commanded a high salary or will command a high salary or other remuneration for services, evidenced by contracts or other reliable evidence.
4. Signed True Copy Statement, certifying that the photocopies of documents are true copies.
5. A copy of applicant's highest degree and transcript.

*** NOTE:** If your diploma comes from an institution outside the U.S., submit one copy of a translation of the degree (if it is not in English) and a copy of a Credentials Evaluation from a recognized U.S. credential evaluation service. Any diploma issued by an institution outside the U.S. must be evaluated as equivalent to a degree in the U.S.

Credential Evaluation for Foreign Degree(s) must be obtained from a member of National Association of Credential Evaluation Services (NACES) at www.naces.org.

6. A copy of applicant's curriculum vitae with a list of publications. Also provide the title pages of your major publications, presentations, books, etc.
7. A copy of applicant's passport showing the identification and validity date.
8. A copy of applicant's current or previous U.S. visa.
9. A copy of applicant's LATEST Form I-94 (Both front side and back side on one page). I-94 link: <https://i94.cbp.dhs.gov>
10. Copies of applicant's at least THREE (3), most recent months, pay stubs, including leave, earning statements, etc.
11. If you are or have been an F-1 student in the U.S.:
 - One copy of all Forms I-20 (front and back).
12. If you worked in the U.S. on F-1 OPT or as a J-2 spouse:
 - Copy of EAD card (front and back)
 - A letter from employer stating the employment period, job duties, title, employment status, etc.
13. If you are or have been in the U.S. as a J-1 exchange visitor:
 - A copy of all Forms DS-2019 (previously known as IAP-66). If your J-1 visa says you are **subject to the two-year rule**, you also MUST submit a copy of the waiver of that rule from DOS, or a U.S. Department of State advisory opinion declaring that you are not subject to the rule.
14. If you have been in the U.S. in O-1/O-2/O-3 or P-1/P-2/P-3/P-4 status:
 - A copy of all prior Form I-797 Approval Notices for O-1/O-2/O-3 and/or P-1/P-2/P-3/P-4 or a copy of O-1/O-2/O-3 and/or P-1/P-2/P-3/P-4 visa.
15. **If you have been in U.S. in O-1/O-2/O-3 or P-1/P-2/P-3/P-4 or F-1 OPT status, and will transfer to UTSA from other institution:**
 - A copy of Form I-797 for O-1/O-2/O-3 or P-1/P-2/P-3/P-4 or EAD for OPT
 - A letter from applicant's employer stating the employment periods, job duties, title, employment status, etc.
 - Copies of check stubs for at least three (3) most recent months.

16. If amending an O or P petition:
 - A copy of current Form I-797
 - Copies of check stubs for at least three (3) most recent months.
17. If an applicant needs to change his/her current visa status to O or P, applicant must submit an Explanation Letter to USCIS.
18. If applicant applied for LPR, a copy of Prior Immigration Filings, receipt, and approval/denial notice, etc.

***If the O or P applicant has dependents in the U.S., you also must provide:**

19. O-3 or P-4 application fee: A check for \$370.00 made payable to DEPARTMENT OF HOMELAND SECURITY. **(This must be paid by the employee.)**
20. Completed Form I-539 with supplements if you have dependent family members with you in the U.S. This application should be completed by the person petitioning for O-3 or P-4 status, not you, the O or P employee
 - Copy of I-94(s) for each dependent (Both FRONT and BACK sides must be on ONE page)**
- ~~21.~~ **Copy of dependent(s) passport(s) showing identification and validity date.**
23. Copy of both current and/or previous U.S. visa(s).
24. Copy of all non-immigration documents that are applicable: i.e. I-20, DS-2019, EAD card or Form I-797, etc.
25. Marriage Certificate for spouse and Birth Certificate for each child. **YOU MUST PROVIDE A NOTARIZED ENGLISH TRANSLATION OF THE CERTIFICATES.**

APPENDIX: FILING FEES FOR I-129 PETITIONS

FEES MUST BE PAID BY THE HIRING DEPARTMENT AND EMPLOYEE ACCORDING TO FEDERAL REGULATIONS

I-129 PETITION FEE: \$460.00 - Department must pay this fee. This fee may not be passed on to the employee. The employee may not offer to pay this fee.

Provides Standard Processing.

If Premium Processing is not chosen, it will require up to 4 months to receive a response from USCIS.

FORM I-907 (OPTIONAL): \$1,225.00 - Department must pay this fee.

Premium Processing guarantees a response from USCIS within 15 days, rather than the typical 4 months required for Standard Processing. If this process is requested, a third check should be requested in the amount of \$1,225.00.

Form I-539: \$370.00 - Employee pays this fee.

Change/extension of status for O-3 or P-4 dependents

The address for all checks:

Regular Mailing for P and O

USCIS Vermont Service Center
Attn: I-129
74 Lower Welden Street
St. Albans, VT 05479-0001

Courier Mailing for P and O

Premium Processing Service
USCIS Vermont Service Center
Attn: I-129
30 Houghton Street
St. Albans, VT 05478-2399

QUESTIONS? CALL x8510 or x7266 or EMAIL Ashley.Wallace@utsa.edu or Tanya.Orndorff@utsa.edu

THANK YOU