

WORKSHEET FOR O and P PETITIONS

TO BE COMPLETED BY UTSA HIRING DEPARTMENTS

The completed and signed O and P Worksheet must be returned to the Office of International Services.
If there is no answer available, please type N/A.

Part I. Information about UTSA Department, O or P Applicant, and Requested Services

Name of O or P Employee (Beneficiary):

Last

First

Middle

1. O or P Employee is currently in the US in another visa status _____ . If yes, what is the current status _____ .
If in the U.S. on O or P, indicate O or P status start date _____ and expiration date _____ .
Residing outside the U.S.

Employing UTSA department: _____

Contact name of person completing this paperwork for any questions regarding O or P employment:

Name _____ Title _____

Telephone: _____ Contact person email address: _____

2. Type of O or P petition:

- O-1A (First O-1A petition for employee. Employee did not have O-1A visa in the past.) Alien of Extraordinary ability in science, education, business or athletics, not including the arts, motion picture or television industry.
- O-1B Alien of Extraordinary ability in the arts or extraordinary achievement in the motion picture or television industry
- O-2 Accompanying alien who is coming to U.S. to assist in the performance of O-1
- P-1 Athlete or Athletics/Entertainment group (includes minor league not affiliated with major league sports)
- P-1 Major League Sports
- P-1S Essential Support Personnel for P-1
- P-2 Artist or entertainer for reciprocal exchange program
- P-2S Essential Support Personnel for P-2
- P-3 Artist/entertainer coming to U.S. to perform, teach, or coach under a program that is cultural unique
- P-3S Essential Support Personnel for P-3
- O or P Extension (Continued previously approved O or P employment at UTSA without change.)

3. USCIS Service Requested (See filing fees on page 11):

- Regular Processing** (It takes up to 3 months or more for USCIS and approximately 4 weeks or more for the Office of International Services to process the paperwork in the system.)
- Premium Processing** (It takes 15 calendar days for USCIS after O or P petition is received by USCIS and approximately 4 weeks or more for the Office of International Services to process the paperwork in the system.)

4. **Processing fee/checks** Checks attached to worksheet Checks will be delivered to the Office of International Services

5. UTSA Handbook of Operating Procedures Title:

For "Other," must list title: _____, and obtain approvals as indicated in Part IV.

a. Is this a full-time position? Number of hours of work per week: Basic: ____ Overtime: ____

b. Period of intended employment Begin date _____ End date _____
(mm/dd/yyyy) (mm/dd/yyyy)

c. Hourly Work Schedule: Begin: ____:____ a.m. End: ____:____ p.m.

d. Does this position supervise the work of other employees?

If Yes, number of employees O or P worker will supervise (if applicable) _____

e. Supervisor for O or P employee: Name: _____

Title _____

Supervisor phone: _____ Supervisor email address: _____

**NOTE: PLEASE FOLLOW UTSA APPOINTMENT/HIRING PROCEDURES FOR ALL TITLES.
IF NECESSARY, CONSULT WITH UTSA HUMAN RESOURCES.**

6. Explain the nature of the event.

7. Describe the duties to be performed

8. If filing for an O-2 or P support classification, list date of beneficiary's prior work experience under the principal O or P Alien.

9. Does any beneficiary in this petition have ownership interest the petitioning organization?
If yes, please explain.

10. Does an appropriate labor organization exist for the petition?
If no, type or print your explanation and proceed to **Part 11**.

11. Is the required consultation or written advisory opinion being submitted with this petition?

If no, copy of request attached and provide the following information about the organization(s) to which you have sent a duplicate of this petition.

O-1 Extraordinary Ability

12. a. Name of Recognized Peer/Peer Group or Labor Organization

b. Physical Address

Street Number and Name

Apt. Ste. Flr. Number

City or Town

State

Zip Code

c. Date Sent (*mm/dd/yyyy*)

d. Daytime Telephone Number

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O-1 Extraordinary achievement in motion pictures or television

13. a. Name of Labor Organization

b. Complete Address

Street Number and Name

Apt. Ste. Flr. Number

City or Town

State

Zip Code

c. Date Sent (*mm/dd/yyyy*)

d. Daytime Telephone Number

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14. a. Name of Management Organization

b. Physical Address

Street Number and Name

Apt. Ste. Flr. Number

City or Town

State

Zip Code

c. Date Sent (*mm/dd/yyyy*)

d. Daytime Telephone Number

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O-2 or P alien

15. a. Name of Labor Organization

b. Complete Address

Street Number and Name

Apt. Ste. Flr. Number

City or Town

State

Zip Code

c. Date Sent (*mm/dd/yyyy*)

d. Daytime Telephone Number

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16. Minimum Job Requirements

a. Education: minimum U.S. diploma/degree required **Select:**

If Other degree, specify the diploma/degree required _____

Indicate the major and field of study required _____

b. Does the employer require a second U.S. diploma/degree?

If yes, indicate the second U.S. diploma/degree and the major and field of study required _____

c. Is training for the job required?

If yes, specify the number of months of training

required _____ Indicate the field name of the training required _____

d. Is employment experience required?

If yes, specify the number of months of experience required.

Indicate the occupation required _____

e. Special requirements: List special skills, licenses/certificates/certifications, and requirements of the job. (If

“none,” put N/A). _____

f. Working address: Please specify UTSA campus where work will be performed:

Address of the campus: _____

City: _____, County: _____, State: _____ Postal Code: _____

g. Will work be performed in multiple worksites within an area of intended employment or location(s) other than the address listed above? If yes, identify the geographic place of employment with as much specificity as possible:

State: _____ County: _____

Provide full address of additional employment: _____

h. Proposed salary: \$ _____ Salary paid: _____

i. Account Number for salary: _____

Any significant changes in job duties and title should be reported to International Scholar Services.

Part II: Return Travel Guarantee – To be completed by Department Chair/Center Director

I certify that I, the petitioner, and the employer whose offer of employment formed the basis of status (if different from the petitioner) will be jointly and severally liable for the reasonable costs of return transportation of the beneficiary abroad if the beneficiary is dismissed from employment by the employer before the end of the period of authorized stay.

I agree _____ Funds are available from account number: _____

Name _____ Title _____

Part III: UTSA Hiring Department Approval

Approval of Department Chair:

Name Signature

Department: _____ Date: _____

Approval of College Dean (or Vice President, if applicable):

Name Signature

College (or Administrative Unit): _____ Date: _____

Part IV: Approval for Positions Not Listed in the HOP

Approval of Vice Provost for International Initiatives/Senior International Officer:

Name Dr. Lisa Montoya Signature

Date: _____

O-1A DEEMED EXPORT ATTESTATION MEMORANDUM

**To be completed by Export Controls, PNB Room 2.130
Ext. 6587**

The hiring department should send this Memorandum with all supporting documents to the UTSA Office of Research Integrity (ORI) - Export Controls, PNB 2.130

This memorandum verifies that with respect to the technology or technical data The University of Texas at San Antonio will release or otherwise provide access to the O-1A Beneficiary, _____, the Office of Research Integrity (ORI) - Export Controls, in collaboration with the UTSA hiring department, certifies that it has reviewed the Export Administration Regulations (EAR) and the International Traffic in Arms Regulations (ITAR) and has determined that:

- 1. A license is not required from either the U.S. Department of Commerce or the U.S. Department of State to release such technology or technical data to the foreign person; or
- 2. A license is required from the U.S. Department of Commerce and/or the U.S. Department of State to release such technology or technical data to the beneficiary and The University of Texas at San Antonio, Office or Research Integrity (ORI) - Export Controls, the hiring department, will prevent access to the controlled technology or technical data by the beneficiary until and unless the university has received the required license or other authorizaiton to release it to the beneficiary. THE DEPARTMENT IS INSTRUCTED TO CONTACT THE OFFICE OF RESEARCH INTEGRITY (ORI) IN ORDER TO SUBMIT THE REQUISITE PAPERWORK FOR THE LICENSE. Please be advised that the process can take 3-6 months. If the license is not granted, the Beneficiary will not be able to work on the project.

NOTE: SHOULD THIS INFORMATION CHANGE, THE HIRING DEPARTMENT IS OBLIGATED TO NOTIFY UTSA INTERNATIONAL SCHOLAR SERVICES.

SIGNATURE: _____

Office of Research Integrity (ORI) - Export Controls Certification:

Name

Title

Signature

Date

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.

Also provides Standard Processing. If Premium Processing is not chosen, the process will require 3-4 months to get a response from USCIS.

FORM I-907 (OPTIONAL) PREMIUM PROCESSING FEE: \$1,225.00 - Department may pay this fee.

Premium Processing guarantees a response from USCIS within 15 days, rather than the typical 3-4 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 and P-4 dependents.

How to Request Payment Checks from Disbursements:

Request check(s) from Disbursements office through PeopleSoft. Create an interim form to authorize the cost center, a Non-PO Voucher, and a check pick-up form. Submit all documents to Disbursements. The I-129 instructions can be found at <http://www.uscis.gov/files/form/i-129instr.pdf>, Fees on p.26 and "Where to File" on p.27. These instructions may be attached to the PeopleSoft printout to prove the need for the fee.

Premium Processing fee instructions (Form I-907) can be found at <http://www.uscis.gov/files/form/i-907instr.pdf>, p.4 ("What is the Filing Fee?").

All checks must be made payable to the **U.S. Department of Homeland Security**.

No abbreviated checks will be accepted.

Please include the name of the Beneficiary (O and P employee) in the notes, i.e., if the paperwork is for Dr. John Smith, indicate on the notes that the check(s) is/are for Dr. John Smith.

Please email Disbursements.Travel@utsa.edu to let the office know the Non-PO Voucher is ready to be approved as soon as you have it processed.

Be sure that Disbursements holds these checks and does not send them directly to the U.S. Department of Homeland Security without the paperwork from the Office of International Scholar Services. Mark the check distribution as "P" and put in the comments to call the hiring department contact person when the check is ready for pickup.

Once the checks are picked up from Disbursements, you must hand-deliver them to the Office of International Services.

The vendor UTEID # for USCIS for Standard Processing is: **2YCJA6N Mail Code: 032**

The vendor UTEID # for USCIS for Premium Processing is: **2YCJA6N Mail Code: 033**

The address for all checks is:

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

Mailing of O and P petition:

The hiring department is responsible for mailing expense.

If O and P petition documents will be submitted with regular processing, please include completed and signed UTSA Mail Form for Regular Processing, indicated as **Form A in the upper-left corner.**

If O and P petition documents will be submitted with premium processing request, please include completed and signed UTSA Mail Form for Premium Processing, indicated as **Form B in the upper-left corner.**

The O and P Application Checklist for UTSA Hiring Department

I. Documents that UTSA Hiring Department Needs to Submit to the Office of International Services O

1. or P application fee: A check for \$460.00 payable to the US DEPARTMENT OF HOMELAND SECURITY (US DHS) (Paid by employer)
2. Premium Processing Fee (optional): Guarantees a response within 15 days of filing from US DHS. A check for \$1,225.00 payable to the US DEPARTMENT OF HOMELAND SECURITY (Paid by employer. If paying from overseas, use a U.S. money order or a bank cashier's check)
3. O-1 peer group advisory opinion letter
4. Letter of offer with term of employment including a description of the nature of event or activities.
5. Departmental Support Letter. Sample letter can be obtained from International Scholar Services.
6. Worksheet for O or P petition
7. O and P Deemed Export Attestation Memo (Must be certified by ORI)
8. Express mail/UPS information sheet
9. Signatures and Approvals

Call x8510 or x7266 or email Tanya.Orndorff@utsa.edu or Ashley.Wallace@utsa.edu
The hiring department **MUST** submit a letter of support. This is required by USCIS!