

REQUIRED DOCUMENTS FOR O-1 CASES

In order to properly document your petition, it is necessary for you to obtain the following items:

1. Provide us with required information and USCIS documents

- Copies of all diplomas and transcripts from universities which you have attended
- Copy of most recent Form I-94 card/record for you, your spouse and children (if applicable)
Note that travelers entering the United States through certain air or seaports may not be issued a paper Form I-94 Arrival/Departure Record. The Form I-94 serves as evidence that a nonimmigrant has been lawfully admitted to the United States. Nonimmigrants who do not receive a paper Form I-94 card at the port of entry are advised to print a copy of their Form I-94 record from the U.S. Customs and Border Protection (CBP) website, <https://i94.cbp.dhs.gov/i94>.
- Copies of all passports – exclude only blank pages – for you and each family member
- Copies of all prior approval notices (H-1B, H-4, L-1, etc.) and, if you are married and/or have children in the U.S., copies of all (H-1B, H-4, L-2, etc.) approval notices for your family members
- License or certification to practice profession (if applicable)
- Copy of marriage certificate (if applicable)
- Copy of birth certificate/s for any children born outside the U.S. (if applicable)
- Copies of any U.S. driver's licenses for you and dependent family members
- If currently working in the U.S., provide copies of your two most recent pay stubs (we may request copies of any newly issued pay stubs while processing your case until we have filed your petition with USCIS)
- If you are currently in F-1 status: Copies (front/back) of ALL Forms I-20 and Employment Authorization Documents (if applicable)
- If you have ever been in J-1 status: Copies (front/back) of ALL Forms DS-2019, IAP-66 and waiver of two-year foreign residency requirement (if applicable)

2. Documentation of alien's extraordinary ability

- Resume or Curriculum Vitae
- Receipt of a major, internationally-recognized award

-or-

At least three of the following forms of documentation:

- Documentation of the alien's receipt of nationally or internationally recognized prizes or awards for excellence in the field of endeavor
- 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
- 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
- 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
- Evidence of the alien's original scientific, scholarly, or business-related contributions of major significance in the field
- Evidence of the alien's authorship of scholarly articles in the field, in professional journals, or other major media

REQUIRED DOCUMENTS FOR O-1 CASES

- Evidence that the alien has been employed in a critical or essential capacity for organizations and establishments that have a distinguished reputation
- Evidence that the alien has commanded and now commands a high salary or other remuneration for services, evidenced by contracts or other reliable evidence

3. Documentation regarding petitioning employer

- Brochures or other promotional materials about the company, its products or services
- Prospectus or annual report
- Newspaper or magazine articles about company or its products or services

4. Evidence for establishing that a position requires the services of an alien of extraordinary ability of achievement (provide all that apply)

- The position or services to be performed involve an event(s), production(s), or an activity(ies) which has a distinguished reputation or involves a comparable, newly-organized event(s), production(s), or activity(ies)
- The services to be performed are in a lead, starring, or critical role in an activity for an organization or establishment that has a distinguished reputation or record of employing extraordinary persons
- The services primarily involve a scientific or educational project, conference, convention, lecture, or exhibit sponsored by bona fide scientific or educational organizations or establishments
- The services consist of a business project that is appropriate for an extraordinary executive, manager or highly technical person due to the complexity of the business project.

5. Mandatory peer group consultation

Consultation with an appropriate U.S. (not foreign) peer group, labor, and/or management organization regarding the nature of the work to be done and the alien's qualifications is mandatory before a petition for an O-1 or O-2 classification can be approved. The peer group shall be an appropriate association or entity with expertise in that area. The advisory opinion provided by the peer group must describe the alien's ability and achievements in the field of endeavor, described the nature of the duties to be performed, and state whether the position requires the services of an alien of extraordinary ability. The written opinion shall contain a statement of facts which support the conclusion reached in the opinion and must be signed by an authorized official of the group or organization.

6. Additional evidence

- Affidavits, contracts, awards, and similar documentation must reflect the nature of the alien's achievement and be executed by the person in charge of the institution, firm, establishment, or organization where the work was performed
- Affidavits written by present or former employers or recognized experts certifying to the recognition and extraordinary ability, which shall specifically describe the alien's recognition and ability or achievement in factual terms and set forth the expertise of the affiant and the manner in which the affiant acquired such information
- Copies of any written contracts between the petitioner and the alien beneficiary or, if there is no written contract, a summary of the terms of the oral agreement under which the alien will be employed
- An explanation of the nature of the events or activities, the beginning and ending dates for the events or activities, and a copy of any itinerary for the events or activities