

O-1 Checklist

Published on Office of International Students & Scholars (<https://oiss.yale.edu>)

O-1 Checklist

OISS will complete **Form 'Petition for a Nonimmigrant Worker' (Form I-129)**, and **Form I-907 for Premium Processing**. If all the documentation have been collected according to the customized 'Cover pages', you would have the following:

- **A complete index of all the contents of the application**
- **Copy of highest degree (e.g. Ph.D. or M.D.)**, [translated if the degree is not in English](#) [1]. If the degree is from outside the U.S., a credential evaluation must be completed. (Contact your [OISS adviser](#) [2] for a list of credential evaluators.)
- **Curriculum Vitae**
- **3 or more of the 8 USCIS eligibility categories** [3]
- **Faculty letter of support and employment details at Yale**
- **Advisory opinion from a professional association or union, and/or** [4]
- **Letters of Recommendation** [5]: These should be original and written by the letter writers on their institution's letter head. We prefer ink signatures wherever possible.
- **Deemed Export Control Form** [6]
- **OISS O-1 Application Form**
- **Fed Ex label**: If the department pays for it, please bring pre-paid courier shipping label

Application Fees

OISS will submit payment to USCIS on the department's behalf at the time of petition filing and will then charge the sponsoring department. To process this transaction, the department must fill out the [USCIS Filing Fee Payment Form](#) [7] with a valid COA as part of the sponsorship request. Please note that USCIS only accepts electronic payments (e.g., credit card); paper checks are no longer accepted.

O-1 Petition Fee Calculator

Disclaimer: Please note that the calculator is for informational purposes only, and actual costs may vary. Fee rates are set by USCIS and are subject to change without advance notice. Results should not be taken as professional advice or relied upon as the sole basis for making important decisions. Find the current complete [USCIS Fee Schedule/G-1055 here](#) [8].

* *Optional, but discuss with your OISS Adviser*

** *O-3 dependent(s)'s I-539 application: Please mark 'Yes' only if the department agrees to cover dependent(s) I-539 application cost. This is not a legal requirement for the employer. Indicate on the [USCIS Filing Fee Payment Form](#) [7] that the department covers the I-539 dependent fee. OISS may include family member(s)'s Forms I-539 and I-539A in Yale's O-1 petition packet as a courtesy. Forms I-539/539A are considered personal applications; therefore, OISS staff do not verify the accuracy or completeness of the forms and supplemental evidence. The I-539/539A applicants are responsible for fully and properly complying with all laws and regulations regarding respective dependent visa status, and documenting in their I-539/539A applications with all necessary evidence.*

*** *The university must pay the I-129 base fee of \$530*

Shipping Addresses:

Premium Processing:

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USCIS Texas Service Center
Attn: I-129 O Premium Processing
6046 N Belt Line Rd. STE 907
Irving, TX 75038-0001
(800) 375-5283

Normal Processing:

USCIS Texas Service Center
Attn: I-129 O
6046 N Belt Line Rd. STE 115
Irving, TX 75038-0001
(800) 375-5283

Source URL: <https://oiss.yale.edu/immigration/o-1-extraordinary-ability/o-1-checklist>

Links

[1] <https://oiss.yale.edu/immigration/us-permanent-residence/for-researchers/certified-translations> [2] <https://oiss.yale.edu/about/contact-oiss> [3] <https://secure.its.yale.edu/cas/login?service=http%3A%2F%2Foiss.yale.edu%2Fimmigration%2Fus-permanent-residence%2Ffor-researchers%2Feligibility-criteria> [4] <https://oiss.yale.edu/immigration/other-visa-options/o-1/letters-recommendation> [5] <https://secure.its.yale.edu/cas/login?service=http%3A%2F%2Foiss.yale.edu%2Fimmigration%2Fus-permanent-residence%2Ffor-researchers%2Fletters-of-recommendation> [6] https://yaleedu.sharepoint.com/:b:/s/OISS2/Edosxg_eVSFPlsT1Upg2MqYBld2sIU01HsFP_sBM7kyHHQ?e=R4gnkR [7] <https://forms.office.com/pages/responsepage.aspx?id=u76M3Tkh-E20EU4-h6vrXMMqx7Te2QZJrpqnalqgWRhUMFhESkU3MFVKMEILTldPQVRHQ081VTdaNC4u&route=s horturl> [8] http://www.uscis.gov/g-1055?topic_id=97333