O-1 Final 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], and OISS O-1 Application Form
- Application Fees:
  - Each fee must be written on a separate check
  - All checks should be made out to the Department of Homeland Security
  - All checks should be delivered to OISS
  - For making a Yale check request please use the Application Fees Form [7]
  - The university must pay the I-129 base fee of $460
  - Optional I-907 Premium Processing is an additional $2,500 (effective 10/19/2020).
  - Family members needing to file Form I-539/I-539A*, an application fee of $370 for the family.
- Fed Ex label
  (If the department pays for it, please bring pre-paid courier shipping label.)

*O-3 dependent(s)’s I-539 application: 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 their 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.

Shipping Addresses:

Premium Processing:
Premium Processing Service
USCIS Vermont Service Center
30 River Road
Essex Junction, VT 05452-3808
(800) 375-5283

Normal Processing:
USCIS Vermont Service Center
38 River Road
Essex Junction, VT 05479-0001
(800) 375-5283