For O-1 Applicants in Teaching and Research

1. Complete the Data Sheet for O-1 Applicant.

2. Provide three copies of your C.V., including a list of publications.

3. Provide three copies passport ID page with a validity date at least six months beyond the applicant's expected date of entry to the United States.

   If you have previously been in the U.S. in J-1, F-1, H-1 or O-1 status, please attach three copies of all previous DS-2019, or I-20 forms (and Employment Authorization Document—if applicable), or I-797 approval notices and all United States visas in the passport.

   Copies can be certified by the applicant signing the Certification of Documents statement. One statement is good for all copied documents.

4. If you are currently in the U.S., attach three printed copies of your electronic I-94 arrival/departure record.

5. If you have a dependent currently in the United States who is applying for a change of status or extension with you, they must complete USCIS form I-539, which may be downloaded from the Forms and Fees section of the USCIS website.

   Please note that the name of the applicant in Part 1 is that of the dependent. If there is more than one dependent, list them on the Supplement 1 of the form. The form I-539 requires a fee of $370 payable to Department of Homeland Security.
   - Include 2 copies of each dependent's I-94 arrival/departure record, visa stamp and passport pages.
   - Include 2 copies of either a marriage certificate (spouse) or birth certificate (child) to prove the familial relationship

6. Provide three copies of certified diplomas and certified transcripts in the original language. If the original language is not English, provide three copies of certified translations of diplomas and transcripts. Copies can be certified by signing the Certification of Documents statement. Translations must be certified by an official translator.

   If the degree does not appear to be equivalent to a comparable U.S. degree, it must be evaluated by an outside agency to determine U.S. equivalency. Two reputable firms to contact are Trustforte Corp or Morningside Evaluations. These firms can also translate your documents.

7. Evidence in the form of letters from prominent colleagues who can confirm applicant's original scientific or scholarly contributions of major significance to the field. Provide at least 5 letters from your "peer group" attesting to your outstanding qualifications. The case is strengthened by letters from outside the Columbia community and outside the United States. The referees should also outline their own standing in the field. See sample letter and guidelines for peer letters.
8. Provide proof of having received a **major internationally recognized award or proof of at least three** of the following:

   a. Receipt of lesser nationally or internationally recognized **prizes or awards** for excellence in the field. Provide photocopies of 1-3 award certificates or copies of letters with the award notification.

   b. **Membership in associations** in the field which require outstanding achievements of their members, as judged by recognized experts in the field. Provide copies of 1-3 appointing letters.

   c. Evidence of **authorship of scholarly articles** in the field, in professional journals, or other major media. Provide copies of 1-3 articles.

   d. **Published material** in professional or major trade publications or major media about applicant's work. Provide copies of 1-3 publications.

   e. Evidence of **participation on a panel, or as a judge of the work of others** in the field. Provide photocopies of 1-3 letters of appointment to editorial boards or letters of invitation to review the work of others.

   f. Evidence of **employment in a critical or essential capacity** for organizations and establishments that have a distinguished reputation. Provide a statement that the individual has worked for other prestigious organizations fulfills this requirement, e.g. the NIH.