Department Documents and Checks for O-1 Petitions

1. Attach Offer Letter

2. Attach Affirmative Action Approval Form (applications for post-doctoral positions are exempt from this requirement)

3. Print on department letterhead the Certification Regarding the Release of Controlled Technology or Technical Data to Foreign Persons in the U.S.

4. Attach the original and 2 photocopies of the letter from the sponsor. This letter must be quite detailed and include certain items. You may use the sample letter as a guide. Affirmative action approval must be granted before an O-1 application is submitted.

5. Attach a check(s) payable to US Department of Homeland Security. When preparing a Check Request to submit to Accounts Payable, use the address for US Dept. of Homeland Security, USCIS Service Center, 75 Lower Weldon Street, St. Albans, VT 05479-0001. Do not use enclosure text—use only "hold for pick up" when requesting these checks. The processing fees are:

   • $460 H-129 petition
   • $370 I-539 change of status/extension of stay application for dependents
   • $1,225 Optional additional premium processing fee. This ensures that the USCIS will process the application in 15 days rather than the usual 3 months. This optional fee must be a separate check from the H-129 petition fee and any I-539 fee.

6. Collect the required documentation from your prospective O-1 scholar.
   O-1 Applicants in the Performing Arts
   O-1 Applicants in Academic Teaching and Research

Submit the completed application to the International Students and Scholars Office at the Nash Building, 3280 Broadway (between 132-133rd St, 5th floor, Suite 510.