

## **Sample Letter and Guidelines for Petition for O-1 Classification, Alien of Extraordinary Ability**

When writing a letter of support an O-1 petition, the referee should NEVER use the words *young* or *promising* or synonyms for these words. The referee should never mention the applicant's "potential". The applicant must be extraordinary at this time. Because the application must possess a reputation that is outstanding in the applicant's academic field, the referee should never mention that he or she recently became aware of the applicant's work.

### **Sample Letter**

United States Citizenship and Immigration Service  
75 Lower Weldon Street  
St. Albans, VT 05479

Re: Application for O-1, Alien of Extraordinary Ability, for (name of applicant)

Dear Sir or Madam:

I am writing to confirm (name of applicant)'s status as an internationally recognized and outstanding researcher in the field of (name of field).

Paragraph that establishes how and why you are familiar enough with the individual's work to evaluate it.

Paragraph that establishes your own credentials as an expert in the field. Please include your C.V. in addition to this paragraph.

Paragraphs about the individual's work and an explanation of how it is extraordinary.

Sample opening sentence: "Dr. (name of applicant)'s most significant contributions to the field of (name of field) have been the result of his work on (describe work)."

Paragraph on the importance of having or keeping the individual in the United States.

Paragraph requesting that the O-1 classification be granted.

Example: "Dr. (name of applicant) has shown through his important contributions to the international scientific and industrial community that he is truly a remarkable and innovative scientist. He is an outstanding researcher of the highest caliber in the field of (name of field) and I most strongly recommend that his application be granted."

Sincerely,

Name  
Title