

INTERNATIONAL FACULTY & SCHOLARS

Global Center, Room 142
615 N Park Avenue
PO Box 210087
Tucson, AZ 85721
Ofc: 520-626-6289

O-1 EMPLOYEE CHECKLIST

Immigration paperwork: Submit scanned copies of your I-94 record, all passport pages, visa stamp(s), and all prior immigration documents and approval notices.

Department Letter of Support (*template included*).

Department Letter of Return Trip (*template included*).

Diploma and transcripts if specific field is not listed on diploma. If degree is not in English, you must provide translations. If degree was received from a foreign university, you must also submit an academic evaluation.

Curriculum Vitae – *spell everything out fully, no abbreviations.*

Advisory Opinion from a peer group.

Scanned copy of the signed employment **offer letter**.

Six (6) to ten (10) national or international expert letters are required. Each letter must be an original, signed letter on institutional letterhead and must be accompanied by the expert's curriculum vitae (CV). Templates are not provided for these letters, as they must be independently written and should not mirror one another. Do not submit these letters directly to USCIS.

Authorship in scholarly books or journals: Provide copies of the publication cover and the first three (3) and last three (3) pages of each article or publication. Highlight your name wherever it appears. You must also submit information about each journal, including printouts from the journal's website confirming whether it is peer-reviewed, internationally circulated, and its publication frequency. Include impact factor information, where available.

Copies of others work written about you. *Same evidence as authorship required.*

Copies of citations to your work. *Same evidence as authorship required.*

Evidence of participation as a judge of the work of others: Submit documentation showing that you actually served as a judge, referee, or reviewer. Invitations alone are not sufficient. Highlight your name wherever it appears in the submitted materials.

Evidence of memberships: Submit copies of membership cards and/or proof of payment of dues, along with information about the association or organization, including selection criteria, membership tiers or categories, and any requirements demonstrating outstanding achievement, if applicable.

Evidence of awards or major prizes: Submit copies of the award or prize, along with information about the award and the granting association or organization. Highlight your name wherever it appears in the submitted materials.