

Information for Completion of O-1 (Outstanding Professional) Forms

Information about Employee:

Family Name _____ First Name _____ Middle Initial _____

Current address _____

Telephone _____ Email _____

Date of birth (month/day/year) _____ Country of birth _____

Country of citizenship _____ Social Security number (if any) _____

Employee is: ' currently in the US ' outside the US

If outside the US, give consulate (or Canadian port of entry) used to obtain visa _____

Information about Position:

Job title _____

Employed by: ' Old Dominion University ' ODU Research Foundation

Annual salary _____

When do you wish employment to begin? _____

If you plan to employ person less than 3 years, give date employment will end _____ -or-

' This is an ongoing position and I expect to employ the individual for at least 3 years

Supervisor _____ Telephone _____ Email _____

If dependents will be accompanying employee and require dependent status, check here: ' _____

The following must accompany this form:

- A complete and up-to-date vita of the employee
- A current job description (not required of full time teaching faculty)
- Clear copies of all post-secondary transcripts and diplomas

For the O classification, we need documentation that the employee is qualified in at least 3 of the following areas. Provide materials supporting as many of these categories as possible:

<i>Category</i>	<i>Necessary Documentation</i>
Nationally or internationally recognized prizes and awards for excellent in the employees field.	Copies of award certificates, letters, etc.
Membership in associations in the field which require outstanding achievement	Copies of membership cards or certificates, descriptions of requirements for membership.
Published material in professional or major trade publications about the alien's work	List of publications in which citations were made; copies of the cover pages and bibliographies of several of these publications
Evidence of participation on a panel or individually as the judge of others in the field	Letters which verify participation as a judge, listing specific duties and what was judged; listing as a member of a thesis committee; other written documentation acknowledging role as judge
Evidence of original scientific, or scholarly contributions	Recommendation letters from others in the field which clearly outline the professional contributions that have been made. These letters should be specific about research, etc., should

	state that the individual is “one of the top people in his/her professional field,” and should also include background on the person who is writing the recommendation. (The vita of the person writing the recommendation can also be included as part of the package.) These letters must come from individuals who work in different agencies, schools or companies.
Evidence of authorship of scholarly articles in the field in professional journals or major media	Copies of articles, professional presentations, etc. of the employee

If individual is in the US:

- Copy of both sides of employee’s I-94 form and the forms of all accompanying dependents
- If here as an F-1 student, copy of all I-20 forms and any employment authorization document issued
- If here as a J-1 student or scholar, copy of all IAP-66 forms and if the two year residence requirement has been waived, the approval for the waiver
- If here as another worker, copy of all prior approval notices

Send to: Scott E. King, Director, International Student & Scholar Services, 102 Dragas International Center; telephone 757-683-4756; fax 757-683-5196; email sking@odu.edu