



## O-1 EXTRAORDINARY ABILITY INITIAL REVIEW FORM

*To be Completed by the Foreign National's Hiring Department*

The Center for Global Programs & Services (CGPS) understands that you are interested in pursuing O-1 Alien of Extraordinary Ability status for the employee named below. To begin the sponsorship process, please complete this form in its entirety and return it to CGPS for evaluation. Within 10 business days from the date the form is received, CGPS will contact you with further guidance. Thank you.

Name of Foreign National: \_\_\_\_\_ UD ID: \_\_\_\_\_  
 Hiring Department: \_\_\_\_\_  
 Position Title being offered to the foreign national: \_\_\_\_\_  
 Current Immigration Status/Visa Type: \_\_\_\_\_ Expiration of Current Status (mm/dd/yyyy): \_\_\_\_\_

**Information about the position:**  
 Position reports to:  
 Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Current Wage: \_\_\_\_\_  
 Covered by Collective Bargaining Agreement:  Yes  No  
 Name of Union: \_\_\_\_\_

**Required Documents:**  
 Attach a copy of the signed offer letter, UD Jobs advertisement, and the individual's CV.

O-1 Status requires the University to demonstrate that the foreign national satisfies **at least 3 of 8 regulatory criteria** evidencing that the foreign national is recognized internationally as extraordinary in a specified academic field. **Indicate below which of the regulatory criteria the Department believes the foreign national satisfies:**

- Major Prizes or Awards for Outstanding Achievement in the Academic Field:** Note that scholarships, fellowships and competitive postdoctoral appointments do not satisfy this criterion;
- Membership in Selective and Prestigious Associations:** Only memberships in selective and prestigious organizations—in the sense that membership is limited solely to those who have been judged by national or international experts as having attained outstanding achievements in the field—will satisfy this criterion;
- Published Material Written by Others about the Foreign National's Work in the Academic Field;**
- Service as Judge/Referee/Editor of the Work of Others:** Serving either individually or on a panel, as the judge, referee or editor of other's work in the same or in an allied academic field will satisfy this criteria (i.e., editor, panel judge, peer reviewer for journal or conference, author of review article, etc.);
- ORIGINAL Scientific or Scholarly Research Contributions of Major Significance to the Academic Field:** Contributions which set the foreign national apart as an internationally-recognized outstanding researcher compared to others in the academic field;

- Authorship of Scholarly Books or Articles** (in scholarly journals with international circulation or other major media) **in the Academic Field:** Note that USCIS typically credits only first-authored publications in high-ranked/first-quartile journals with significant citations;
- Employment in a Critical or Essential Capacity for Organizations/Establishments that have Distinguished Reputations;**
- Evidence that the Foreign National Has Commanded, or Will Command, a High Salary or Other Remuneration for Services.**

### Funding

Does your department have guaranteed funding for the position for the future?  Yes  No

If **Yes**, for how long: \_\_\_\_\_

### Legal and Filing Fees

If the Department has agreed to cover legal or filing fees related to the Petition for Nonimmigrant (O-1) Worker, please specify the agreed-to breakdown of legal and filing fees as between the Department and foreign national below:

- I-129 O-1 Petition
  - o Legal fees: \_\_\_\_\_  Department **OR**  Foreign National
  - o Filing fees: \_\_\_\_\_  Department **OR**  Foreign National

By signing below, we attest that we have read and understood the O-1 Extraordinary Ability related information on the CGPS website, that the Department is willing to support sponsorship for the above-named foreign national employee, and that the Department has the necessary funding and agrees to pay the costs associated with the O-1 process as described above.

Department Chair:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrative Contact (*this person will be the main contact for the O-1 process*):

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_