



Approval to Initiate or Extend O-1 Visa Application

(Please return to: Office of International Students & Scholars – MS 365)

At this time the department agrees to sponsor an individual for an O-1 visa, by referring him/her to an outside attorney. The legal fees are requested as follows (check all that is appropriate):

- Hiring Department will pay all O-1 fees, including any revocation fee
 Scholar will pay all O-1 fees
 Hiring Department and scholar will share the fees as follows: _____
 Premium Processing requested and paid by: Department Scholar
 Other _____

Note: *For Postdocs only*, some funding may be available under very restricted circumstances. Must meet with Adria Baker by appointment for consultation and approval.

**Please complete information below and return to the Office of International Students & Scholars; MS-365.
ATTN: Adria Baker**

- 1) Name of Applicant Seeking an O-1 Visa: _____
- 2) What is the justification for seeking an O-1 Visa: _____
- 3) Applicant Phone Number: _____ Cell _____
- 4) Applicant Email: _____
- 5) Current type of visa held: _____ Expiration date of current visa status: _____
- 6) Name of Sponsoring Department: _____
- 7) Name of Department Chair/Head: _____
- 8) Name of Dept. Contact: _____ Phone: _____ Email _____
- 9) What is the current or anticipated job title of the individual to be sponsored? _____
- 10) Current employee of Rice University? YES NO
- 11) Proposed appointment dates for O-1 (month/date/year) _____ to (mo/yr) _____
- 12) Will the individual be physically working at Rice University? YES NO If No, please indicate the exact address of the employee's work location:

- 13) How many hours a week will the individual work for Rice?
 - 40 hrs/wk – full-time
 - ____ hrs/wk – part-time
- 14) Will Rice be filing for dependent O-3 visa(s)? YES NO
If yes, who will cover the cost? Department Scholar
- 15) I understand that the export control attestation must be signed by the PI, Chair of the Department, and the Dean. Export control attestation has already been initiated: Yes No
- 16) As the chair/head of the department, I confirm that my department requests and supports the sponsorship of this O-1 visa holder, and the information stated above is correct to the best of my knowledge.

Other Remarks: _____

Department Chair Approval/Signature: _____ Date: _____

Important Note:

*Return this form, a copy of a brief job description, **and** a copy of the Dean's Offer Letter and/or a print-out of Hiring Proposal from RiceWorks directly to the attention of the Office of International Students & Scholars, MS-365.

If anything changes that would halt the O-1 application process after sending this form, IMMEDIATELY notify the Office of International Students & Scholars (x6095), ATTN: Adria Baker