



## 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  
 For Postdocs only: Rice legal fees fund will pay all O-1 fees (must be pre-approved by Adria Baker)  
 Premium Processing requested and paid by:  Department  Scholar  
 Other \_\_\_\_\_

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**