

Office of International Student,  
Faculty, and Staff Services

Reed Hall, 1<sup>st</sup> Floor  
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[www.hopkinsmedicine.org/intlsvcs](http://www.hopkinsmedicine.org/intlsvcs)

The O-1 visa classification is intended for foreign nationals who have extraordinary ability in the sciences, education, or business and who are coming temporarily to the United States to engage in employment. An O-1 is one of a handful of individuals who have risen to the top of their profession or field of research.

The following information outlines the application process for an *extension* of O-1 visa status. You must submit the following:

- A letter from your Department Chairman outlining the terms of employment and the qualifications of the beneficiary. The letter should include the following information:
  - (1) A description of the petitioner (i.e., the department/school within JHU).
  - (2) A description of the position and why it is necessary to extend the stay.
  - (3) An explanation of the beneficiary's suitability and competence for the position, including information about the beneficiary's progress since the last petition was filed.
  - (4) The terms of the employment, including salary and specific employment dates [NOTE: For extensions of O-1 status, the maximum amount of time that can be requested is one year]. A statement must also be included indicating that the department/school will be responsible for the cost of return transportation abroad if the beneficiary is dismissed before the end of the period of authorized stay.
  - (5) Commentary on the beneficiary's continued contributions to the field.

The letter(s) should be addressed to: CIS Center Director  
U.S. Citizenship and Immigration Services  
Vermont Service Center  
75 Lower Welden Street  
Saint Albans, VT 05479-0001

- Photocopies of all new articles/papers; Grants awarded; as well as any pending work.
- A copy of the beneficiary's most recent Curriculum Vitae.
- A copy of the beneficiary's most recent Form I-94 Arrival/Departure Record and the previous O-1 Approval Notice (Form I-797).
- A check made payable to: U.S. Department of Homeland Security in the amount of \$325.
- The department's Federal Express account number for mailing.
- Any additional information that would demonstrate to U.S. CIS that an extension beyond the original dates requested are warranted (e.g., a significant grant award or discovery in a research project).



An Export Control Certification must be completed for *every* O-1 petition filed by the OIS.  
Visit: [http://jhuresearch.jhu.edu/EC/I-129\\_EC\\_Cert.htm](http://jhuresearch.jhu.edu/EC/I-129_EC_Cert.htm) for more information about this process.

- If there are dependents with O-3 status who need to be extended, the primary dependent must complete: Form I-539, include copies of all dependent I-94 cards, passport ID pages, marriage/birth certificates, and a check made payable to: U.S. Department of Homeland Security in the amount of \$290.

**NOTE: Dean's Office approval is necessary for all School of Medicine extensions of stay. A letter outlining the reasons for the extension from the department preceptor, and a copy of the beneficiary's C.V. should be sent to SOM Administration Bldg, Broadway Research Bldg., 1<sup>st</sup> Floor, Attn: Diane Voss.**

**NOTE: Extensions in O-1 status are for a maximum period of one year. While there is no limit on the number of extensions requested to INS, extension requests can only be made one year at a time.**