

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO
VISA AND IMMIGRATION SERVICES ADMINISTRATION (VISA)
REQUEST TO SPONSOR UNDER O-I EXTRAORDINARY ABILITY VISA
2015 DEPARTMENTAL O-I VISA QUESTIONNAIRE**

O-I sponsorship is reserved for Aliens of Extraordinary Ability. "Extraordinary ability" in the field of science, education, business or athletics means a level of expertise indicating that the person is one of the small percentage who has risen to the very top of his/her field of endeavor.

O-I Visa Application for (NAME OF FOREIGN NATIONAL)

A. INFORMATION CONCERNING THE SPONSORING DEPARTMENT

1. Name and official title of the person who will be the sponsor of the O-I visa application on behalf of the department:

2. Department's address and main telephone number:

3. Department's fax number:

4. Departmental contact if different than above, (name, phone, email):

5. Departmental account number to be used for billing purposes:

6. Has your department laid off a U.S. worker in the past 90 days or do you plan to lay off any workers in the next 90 days?

B. INFORMATION ABOUT THE FOREIGN NATIONAL'S POSITION

1. Job title:

2. Rate of pay:

3. Detailed job description, including minimum requirements for the position:

4. Foreign national's physical work location address, if different from address above (please list all locations, along with the percentage of time the foreign national will be working at each site).

--If the foreign national will work at an address other than that which is listed above, please check the closest employer/employee scenario:

- a. **On site employment:** foreign national works at an office owned/leased by TTUHSC; foreign national reports directly to TTUHSC; TTUHSC sets work schedule; foreign national uses tools provided by TTUHSC to perform work; TTUHSC directly reviews the work product; TTUHSC claims foreign national for tax purposes and provides medical benefits.
 - b. **Temporary/occasional off-site employment:** foreign national sometimes travels to client sites to perform work; TTUHSC provides food and lodging costs; TTUHSC has a centralized office where foreign national reports; foreign national is assigned space in TTUHSC's office when not performing off site work; foreign national is paid by TTUHSC; foreign national receives benefits from TTUHSC.
 - c. **Long term/permanent off-site employment:** TTUHSC has contracts indicating off-site locations; contract reads that TTUHSC will manage its employees at off-site locations; contract reads that TTUHSC has the right to control the foreign national's work; TTUHSC provides instruments and tools; foreign national reports directly to TTUHSC; foreign national is paid by TTUHSC; foreign national receives benefits from TTUHSC.
 - d. **Long term placement at a third party worksite:** TTUHSC has a contract with a third party client; contract necessitates use of TTUHSC's proprietary product or knowledge; contract requires placement of TTUHSC's employees at client site; TTUHSC's employees will perform contractually stipulated services using TTUHSC's proprietary product or knowledge; foreign national has been offered employment by TTUHSC to fulfill the terms of TTUHSC's contract with the client; foreign national performs duties at client's facility; while at client's facility, foreign national reports to a manager employed by TTUHSC; foreign national is paid by TTUHSC; foreign national receives benefits from TTUHSC.
5. Dates of intended employment (up to 3 years may be requested):
6. Will this be full time or part time employment? If part time, please list number of hours per week to be worked, and work schedule.

7. If faculty: Tenured _____ Tenure Track _____ Non-Tenure Track _____

C. **DOCUMENTS REQUESTED**

1. Job description, including duties
2. Job offer letter, signed contract with foreign national, and copy of PDQ/Faculty Position Description Form
3. Department Letter of Support (*sample attached*). The letter should go into detail about how the foreign national will be employed in a critical or essential capacity for our organization. Please stay away from using phrases that describe the foreign national as being a “young and rising star” or as an “up and coming professional”, as these phrases tend to negate the argument that the foreign national has already risen to the top of his/her field. Please address the letter to:

U.S. Citizenship and Immigration Services
Vermont Service Center
Attn: I-129
75 Lower Welden Street
St. Albans, VT 05479-0001

4. Signed/dated Return Trip letter (*attached*)
5. Check in the amount of \$325 and \$1,225 made payable to U.S. Department of Homeland Security and sent to my attention at EL PASO HR

I certify that all information contained in this questionnaire is true to the best of my knowledge. I am aware of the conditions of employment (including provisions of return travel). I authorize the International Employment Services department to seek approval from the USCIS for an O-1 temporary visa on behalf of the above named individual.

AUTHORIZATION OF DEPARTMENT HEAD (CHAIR, DIRECTOR, ETC.)

Name (Please print)

Date

Signature

Please MAIL completed form and supporting documents, etc. to:

Anne Githae, J.D., LL.M
Visa and Immigration Services Administration
4800 Alberta Avenue
El Paso TX, 79905

Or Fax: 915.783.5157 or Email: anne.githae@ttuhsc.edu