

Request for O-1 Person of Extraordinary Ability

International Student and Scholar Services
North Decatur Building Suite 130 • Tel: +1-404-727-3300 • www.iss.emory.edu



EMORY
UNIVERSITY

TO BE COMPLETED BY THE HIRING DEPARTMENT.

Name of Foreign National: _____ EMPLID: _____

Position title being offered to the foreign national: _____

Position/Job Code: _____

Hiring Department: _____

By signing this form, we attest that we have read and understood the O-1 related information on [the ISSS website](#). We also understand that the department will receive invoices for fees.

Position reports to:

Name _____ Title _____

Phone _____ E-mail _____

Signature _____ Date _____

Department Chair:

Name _____

Signature _____ Date _____

Dean of School:

Name: _____ Title (if dean designee): _____

Signature _____ Date _____

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

Name _____ Title _____

Phone _____ E-mail _____

Employer Liability for Return Airfare under the O-1 category

Per 8 C.F.R. § 214.2 (o)(16), if the employer terminates the O-1 employment early for any reason, the employer will be responsible for reasonable costs of returning the foreign national to his or her last place of residence prior to entry to the United States. No such responsibility is in place if the O-1 employee voluntarily leaves the employment.

*Please submit this form along with the **export control confirmation e-mail** (see attached) to iss@emory.edu. Within five business days of the date the form is received, ISSS will contact you with further guidance. Thank you.*

Deemed Export Controls

The United States regulates "exports" of certain equipment, software, and technology in furtherance of national security interests and some foreign policy objectives. Among the most important reasons for these controls are deterrence of proliferation of weapons of mass destruction and to prevent transfer of sensitive and potentially dangerous technologies to supporters of international terrorism and other problematic end-users.

Export Controls can apply to a wide range of research activities, regardless of the source of funding. Research projects involving the transfer of equipment and technology (including technical data and technological assistance) to foreign countries are potentially subject to export controls regulations. The transfer or exchange of *information* about science and technology also can constitute an [export](#) that is potentially subject to export controls. In some cases, this transfer of information or technology to a foreign national is regulated *even though it occurs inside the United States* (i.e., a "deemed" export).

The Office of Research Administration (ORA) requires all departments hiring a foreign national to complete a Deemed Export Control review process through OnBase. You can find instructions regarding the review process [here](#). Once this process is completed, the department administrator will receive an e-mail confirmation if no license is required or additional instructions if a license or Technology Control Plan (TCP) is needed.

When submitting the O-1 Request form to ISSS, please attach a copy of the confirmation e-mail from ORA.

If you have any questions about the Deemed Export Control Review process, please contact [the Office of Research Administration](#) at 404-727-3889 or exportcontrol@emory.edu.