

H-1B TEMPORARY WORKER APPLICATION CHECKLIST EXTENSIONS/AMENDMENTS

* In case of an employer change (to Wayne State University), please use the regular H-1B checklist.

* In case of an amended H-1B application, please also submit a statement describing the changes in terms and conditions of employment.

SCHOLAR'S NAME: _____

- An IRB for \$700 payable to OISS
- A check for \$325 (effective 11/23/2010) payable to Department of Homeland Security to cover the filing fee for the I-129 petition
- A check for \$1225 (effective 11/23/2010) payable to Department of Homeland Security for Premium Processing
- H-1B Request Form – Part A (by Department)
- H-1B Request Form – Part B (by Foreign National)
- Copy of Wayne State University's offer letter
- Copy of Description of Position
- Copy of Job Posting from WSU Online Hiring System
(If Job Posting is not required, state so on top of the H-1B Request Form in big, bold letters.)
- Actual Wage Worksheet
- 3 recent pay stubs
- Copy of curriculum vitae (if changes)
- Copy of beneficiary's passport (if changes)
- Copy of beneficiary's I-94 card (if changes)
- Copy of current and previous H-1B and/or H-4 approval notices
(Provide all H-4 approval notices & non-WSU H-1B approval notices)
- Concurrent** H-1B: Copy of the other LCA, Offer Letter & Approval Notice.
- Form I-539 (if dependents are in the U.S. – to be completed by dependents)
- A check for \$290 (effective 11/23/2010) payable to Department of Homeland Security for I-539
- Copy of dependent's passport & I-94 card (if changes)
- Proof of relationship, such as a marriage certificate for a spouse and a birth certificate for children (If not provided previously)