

**H-1B TEMPORARY WORKER APPLICATION CHECKLIST**  
**EXTENSIONS BEYOND 6<sup>TH</sup> YEAR**

SCHOLAR'S NAME: \_\_\_\_\_

- An IRB for \$700 payable to OISS (must be paid by the hiring department)
- A check for \$460 payable to Department of Homeland Security to cover the filing fee for the I-129 petition (must be paid by the hiring department under any circumstances)
- A check for \$1225 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
- Copy of curriculum vitae
- Copy of beneficiary's passport showing validity date
- Copy of beneficiary's I-94(s), if the person is in the U.S.
- Copy of current/previous H-1B/H-4 approval notices (Provide all H-4 approval notices & non-WSU H-1B approval notices)
- Copy of I-140 Receipt/Approval Notice (If Applicable)
- Copy of EAD (If Applicable)
- Copy of Advance Parole (If Applicable)
- Form I-539 (if dependents in the U.S. – to be completed by dependents)
- A check for \$370 (effective 12/23/2016) payable to Department of Homeland Security for I-539
- Copy of dependent's passport & I-94 card
- Proof of relationship, such as a marriage certificate for a spouse and a birth certificate for children
- Other : \_\_\_\_\_