H-1B TEMPORARY WORKER APPLICATION CHECKLIST

SCHOLAR’S NAME:_______________________________________________________________________

☐ An IRB for $700 payable to OISS (must be paid by the hiring department under any circumstances)

☐ A check for $500 payable to Department of Homeland Security to cover the Fraud Prevention and Detection Fee (must be paid by the hiring department under any circumstances)

☐ A check for $325 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 transcripts and diplomas

☐ Copy of credential evaluation (if degree earned outside the U.S including Canada.)

☐ Copy of curriculum vitae

☐ Copy of beneficiary’s passport showing validity date (The passport cannot be 6 months or less away from expiration)

☐ 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 (if applicable)

☐ Copy of beneficiary’s previous I-20(s), DS-2019/IAP-66(s), DS-2019(s) or EAD (if applicable)

☐ If J-1 subject to 212(e), USCIS waiver approval notice or Department of State’s waiver recommendation letter

☐ Portability (H-1B transfer from other employer to WSU): 2-3 recent pay stubs and a letter from current Employer

☐ Concurrent H-1B: Copy of the other LCA, Offer Letter & Approval Notice.

☐ Form I-539 (if dependents in the U.S. – to be completed by dependents)


☐ 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 ___________________________________________________________