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 (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

☐ 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)


☐ 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)