

## 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 \$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

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 \$370 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)