### H-1B TEMPORARY WORKER APPLICATION CHECKLIST

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<th>Name</th>
<th>Banner ID</th>
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- ☐ An IRB for $700 made payable to OISS. (must be paid by the hiring department)
- ☐ A check for $460 made payable to Department of Homeland Security to cover the filing fee for the I-129 petition. (must be paid by the hiring department)
- ☐ A check for $1440 made payable to Department of Homeland Security for premium processing.
- ☐ H-1B Request Form – Part A (to be completed by the hiring department)
- ☐ H-1B Request Form – Part B (to be completed by the 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)m if the person is in the U.S.
- ☐ Copy of current/previous H-1B/H-4 approval notices (Provide all H-4 approval notices and non-WSU H-1B approval notices)
- ☐ Copy of I-149 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)
- ☐ [Form I-539A](#) (supplemental information to the I-539)
- ☐ A check for $370 payable to Department of Homeland Security for I-539 filing fee
- ☐ A separate check for $85 payable to Department of Homeland Security to cover the biometric services fee
- ☐ Copy of dependent’s passport(s) & I-94(s)
- ☐ Proof of relationship, such as a marriage certificate for a spouse and a birth certificate for children
- ☐ Other: