

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 \$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 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)
- A check for \$370 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 _____