

H-1B TEMPORARY WORKER APPLICATION CHECKLIST

Name	Banner ID
<input type="checkbox"/> An IRB for \$700 made payable to OISS. (must be paid by the hiring department)	
<input type="checkbox"/> A check for \$500 made payable to Department of Homeland Security to cover the Fraud Prevention and Detection Fee. (must be paid by the hiring department)	
<input type="checkbox"/> 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)	
<input type="checkbox"/> A check for \$2500 made payable to Department of Homeland Security for premium processing.	
<input type="checkbox"/> H-1B Request Form – Part A (to be completed by the hiring department)	
<input type="checkbox"/> H-1B Request Form – Part B (to be completed by the foreign national)	
<input type="checkbox"/> Copy of Wayne State University’s offer letter	
<input type="checkbox"/> Copy of Description of Position	
<input type="checkbox"/> 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)	
<input type="checkbox"/> Actual Wage Worksheet	
<input type="checkbox"/> Copy of transcripts and diplomas	
<input type="checkbox"/> Copy of curriculum vitae	
<input type="checkbox"/> Copy of credential evaluation (if degree was earned outside of the U.S. including Canada)	
<input type="checkbox"/> Copy of beneficiary’s passport showing validity date (The passport cannot be 6 months or less away from expiration)	
<input type="checkbox"/> Copy of beneficiary’s I-94(s), if the person is in the U.S.	
<input type="checkbox"/> Copy of current/previous H-1B/H-4 approval notices (if applicable)	
<input type="checkbox"/> Copy of beneficiary’s previous I-20(s), DS-2019/IAP-66(s), DS-2019(s) or EAD (if applicable)	
<input type="checkbox"/> If J-1 subject to 212(e), USCIS waiver approval notice or Department of State’s waiver recommendation letter	
<input type="checkbox"/> Portability (H-1B transfer from other employer to WSU): 2-3 recent pay stubs and a letter from current Employer	
<input type="checkbox"/> Concurrent H-1B: Copy of the other LCA, Offer Letter & Approval Notice.	
<input type="checkbox"/> Form I-539 (if dependents in the U.S. – to be completed by dependents)	
<input type="checkbox"/> Form I-539A (supplemental information to the I-539)	
<input type="checkbox"/> A check for \$370 payable to Department of Homeland Security for I-539 filing fee	
<input type="checkbox"/> A separate check for \$85 payable to Department of Homeland Security to cover the biometric services fee	
<input type="checkbox"/> Copy of dependent’s passport & I-94 card	
<input type="checkbox"/> Proof of relationship, such as a marriage certificate for a spouse and a birth certificate for children	
<input type="checkbox"/> Other	