

**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 \$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"/> Three (3) recent pay stubs	
<input type="checkbox"/> Copy of curriculum vitae	
<input type="checkbox"/> Copy of beneficiary’s passport (if changes)	
<input type="checkbox"/> Copy of beneficiary’s I-94 (if changes)	
<input type="checkbox"/> Copy of current/previous H-1B/H-4 approval notices (Provide all H-4 approval notices and non-WSU H-1B approval notices)	
<input type="checkbox"/> Concurrent H-1B: Copy of the other LCA, Offer Letter & Approval Notice.	
<input type="checkbox"/> <a href="#">Form I-539</a> (if dependents in the U.S. – to be completed by dependents)	
<input type="checkbox"/> <a href="#">Form I-539A</a> (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 service fee	
<input type="checkbox"/> Copy of dependent’s passport(s) & I-94(s)	
<input type="checkbox"/> Proof of relationship, such as a marriage certificate for a spouse and a birth certificate for children	