### H-1B TEMPORARY WORKER APPLICATION CHECKLIST

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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 $2500 made payable to Department of Homeland Security for premium processing.

- **☐** A check for $85 made payable to Department of Homeland Security for biometric processing. *This fee is currently on hold and not required.*

- **☐** 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) 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

- **☐** 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: