



TEMPORARY WORKER APPLICATION CHECKLIST

Please note that H-1B applications may be filed up to six months in advance from the employment start date or current H-1B end date, but **no later than 3 months in advance if a non-AAUP position or six weeks in advance for AAUP positions (with premium processing service)**. However, if the H-1B employee will need to obtain an H-1B visa overseas, please allow additional time. For faster and timely processing, please send all applications and supporting documents at the same time. For more information, please contact International Student and Scholar Services (ISS) at (269) 387-5865. **All H-1B requests first require clearance from the WMU's Export Control Officer (ECO) in the Office of Research and Innovation. Please contact the ECO at (269) 387-5933 or via email at ovpr-export-control@wmich.edu for export control guidance and a decision letter.**

Scholar's Name: _____

- Export Control Decision Letter from WMU Export Control Committee at OVPR; and Certification Regarding Release of Controlled Technology or Technical Data to Foreign Persons in the United States
- A check for \$460 to Department of Homeland Security to cover the filing fee for the I-129 petition
- A check for \$500 payable to Department of Homeland Security to cover the anti-fraud fee (for initial filing only)
- A check for \$2805 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 Western Michigan University's offer letter
- Copy of official Job Description
- Copy of posting of open position at WMU from the WMU dept.
- Actual Wage Worksheet
- Copy of curriculum vitae/resume
- Copy of transcripts and diplomas
- Copy of credential evaluation -- if the person's relevant degree
- Copy of beneficiary's passport showing validity date
- Copy of beneficiary's arrival/departure record (I-94)
- Copy of current/previous H-1B/H-4 approval notices (if applicable)
- Copy of I-20s, DS-2019s, EADs, if applicable
- If currently on work authorized status: 2-3 recent pay stubs and/or employment confirmation letter
- If currently on **dependent status**, copy of principal's passport, arrival/departure record (I-94), I-797, pay stubs, etc.
- If ever been **J-1** subject to Two-Year Home Country Physical Presence Requirement, USCIS waiver approval notice or Department of State's waiver recommendation letter
- Form I-539 (if dependents in the U.S. – to be completed by dependents)
- A check for \$370 for **each** applicant and co-applicant to Department of Homeland Security for Form I-539. **As of April 1, 2024**, fee increases to \$420 if online, \$470 if paper filing.
- Copy of dependent's passport, visa, and arrival/departure record (I-94)
- Proof of relationship, such as a marriage certificate for a spouse and a birth certificate for children with English translations

* All documents submitted to the Department of Homeland Security must be in English or a copy of the original document (in foreign language) with an English translation. Thus, please submit certified translations for all foreign language documents. The translator must certify that he/she is competent to translate, and that the translation is accurate. The certification format should include the certifier's name, signature, address, and the date of certification. A suggested format of *Translation Certification* is:

I, _____, certify that I am fluent in the English and _____ languages, and that the above/attached document is an accurate translation of the document above/attached entitled _____. I have no personal interest in this matter.

Signature: _____ Date: _____
 Name: _____
 Address: _____