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 Immigration Services at (269) 387-5865. All H-1B requests first require clearance from the WMU Export Control Committee at OVPR. Please contact OVPR at (269) 387-8293 or via email at research-compliance@wmich.edu for an Export Control decision.

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 $1410 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

☐ Actual Wage Worksheet

☐ Copy of transcripts and diplomas

☐ Copy of credential evaluation -- if the person’s relevant degree was earned outside the U.S.

☐ Copy of curriculum vitae/resume

☐ 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 dependent status, copy of principal’s passport, arrival/departure record (I-94), I-797, pay stubs, etc.

☐ Portability (transferring to WMU from another employer): 2-3 recent pay stubs and/or employment confirmation letter

☐ 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 to Department of Homeland Security for Form I-539

☐ Copy of dependent’s passport and arrival/departure record (I-94)

☐ Proof of relationship, such as a marriage certificate for a spouse and a birth certificate for children