

Michigan Technological University  
Human Resources Department  
Academic Employment Services/Immigration Services

**I-140 Checklist**

Submit this checklist with the required documentation to:  
Human Resources Academic Employment/Immigration Services  
Indicate all items included.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_ Department: \_\_\_\_\_

**APPLICANT DOCUMENTATION**

- PAY STUBS FROM PRIORITY DATE TO CURRENT (PAST THREE MONTHS)
- RESUME / CV
- COPY OF HIGHEST DEGREE EARNED (PHD)
- I-797 (PROOF OF H-1B OR OTHER PREVIOUS STATUS)
- I-612 APPROVAL NOTICE OF 2129(E) IF APPLICABLE (J-1 AND J2 VISA WAIVER)
- I-94 CARD(S)
- PASSPORT IDENTIFICATION PAGE(S)
- CHECK IN THE AMOUNT OF \$1,440 FOR PREMIUM PROCESSING SERVICE (OPTIONAL)

**LIST HUSBAND/WIFE AND ALL CHILDREN RELATED TO THE INDIVIDUAL FROM WHOM THE PETITION IS BEING FILED (PROVIDE ATTACHMENT OF ADDITIONAL FAMILY MEMBERS IF NEEDED).**

	PERSON 1	PERSON 2	PERSON 3	PERSON 4	PERSON 5
LAST NAME					
FIRST NAME					
MIDDLE NAME					
DATE OF BIRTH (MM/DD/YR)					
COUNTRY OF BIRTH					
RELATIONSHIP (SPOUSE/DEPENDENT)					

**HUMAN RESOURCES – ACADEMIC IMMIGRATION SERVICES DOCUMENTATION**

- ORIGINAL LABOR CERTIFICATION APPLICATION - 9089 FORM, CERTIFIED BY DEPARTMENT OF LABOR
- EMPLOYMENT VERIFICATION LETTER FROM THE OFFICE OF HUMAN RESOURCES
- FINANCIAL AUDIT REPORT
- FORM I-140 IMMIGRANT PETITION FOR ALIEN WORKER
- FORM I-907, REQUEST FOR PREMIUM PROCESSING SERVICE (IF APPLICABLE)
- CHECK REQUEST IN THE AMOUNT OF \$700 FROM EMPLOYEE'S DEPARTMENT