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 degrees
☐ 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 $1,225 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).

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<thead>
<tr>
<th>LAST NAME</th>
<th>PERSON 1</th>
<th>PERSON 2</th>
<th>PERSON 3</th>
<th>PERSON 4</th>
<th>PERSON 5</th>
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<tbody>
<tr>
<td>FIRST NAME</td>
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<tr>
<td>MIDDLE NAME</td>
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<tr>
<td>DATE OF BIRTH</td>
<td>(MM/DD/YR)</td>
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<td>COUNTRY OF BIRTH</td>
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<tr>
<td>RELATIONSHIP</td>
<td>(SPOUSE/DEPENDENT)</td>
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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

Questions? Please, call us at (906) 487-2280 / Fax number (906) 487-3220