

Michigan Technological University

International Programs and Services

H-1B Employee Checklist

We are pleased to assist prospective and current faculty and staff with the necessary paperwork to pursue or maintain H-1B status. Please complete and return this form along with all requested documents by:

- Emailing ips-employment@mtu.edu;
- Sharing a Google Drive folder with ips-employment@mtu.edu; or
- Bringing hard copies to IPS in Administration 200.

1. Documents

- ☐ Diploma (including English translation, if applicable)
 - Highest degree only
 - If you are expecting your Ph.D. but do not yet have it, provide a letter from your university certifying anticipated completion date
 - For degrees earned outside the United States, provide a certificate of equivalency, available for a fee from the following companies:
 - www.wes.org, www.evaluationworld.com, <https://myjee.org/>, <http://www.morningeval.com/>, or <https://www.trustfortecorp.com/>
- ☐ Current CV
- ☐ Prior status document(s):
 - ☐ DS-2019 (J-1)
 - ☐ I-612 Waiver (J-1 subject to Foreign Residence Requirement)
 - ☐ I-20 (F-1)
 - ☐ Employment authorization card
 - ☐ I-797 approval notice (H-1B)
 - ☐ Pay stubs for past three months (H-1B)
 - ☐ Most recent I-94 (<https://i94.cbp.dhs.gov/>)
- ☐ Color copy of passport biodata page
- ☐ Most recent visa stamp

2. Employee Information

Surname	Given Name	Middle Name

Other names used (e.g. maiden name, prior marriage)

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Date of birth	Social Security #	A #

Country of birth	Province of birth	Nationality/Citizenship

Passport #	Issuance date	Expiration date

If currently in the United States:

Date of last arrival	I-94 #

Visa classification	Date status expires

U.S. Address (no P.O. Box)

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If outside the United States:

Address of U.S. Consulate for Visa Application (*except Canadian citizens*)

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If accompanied by SPOUSE:

Full name	
Date & country of birth	

If accompanied by CHILD(REN):

Full name	
Date & country of birth	
Full name	
Date & country of birth	
Full name	
Date & country of birth	

Additional documents for accompanying spouse/children (H-4 classification):

- ☐ Form I-539 (<https://www.uscis.gov/i-539>) for first dependent
- ☐ Form I-539A for each additional co-applying dependent
- ☐ Passport biodata pages
- ☐ Most recent I-94 (<https://i94.cbp.dhs.gov/>)
- ☐ Proof of relationship to principal (e.g. marriage/birth certificate)
- ☐ DS-2019 (if current/prior J-2)
- ☐ I-20 (if current/prior F-2)
- ☐ Fee payment for I-539 filing (\$470)
 - ☐ Form G-1450 for credit card (<https://www.uscis.gov/g-1450>)
 - ☐ Form G-1650 for ACH (<https://www.uscis.gov/g-1650>)

Questions or concerns?

Call 906-487-2160 or email ips-employment@mtu.edu!