

H-1B EMPLOYEE CHECK LIST

MICHIGAN STATE
UNIVERSITY

OFFICE FOR INTERNATIONAL STUDENTS AND SCHOLARS
Phone: 517.353.1720 | Fax: 517.355.4657
E-mail: oiss@msu.edu | Web: www.oiss.msu.edu

Department: _____

Date: _____

Employee Name: _____

Send a copy of all documents below:

- Resume or C.V. (If filing an H-1B extension, an updated CV or Resume should be included)
- Educational documents (**Copies only**):
 - Highest degree diploma and/or transcript
 - Translation Certification if documents not in English
 - Credential Evaluation - if the highest degree is not from the US, an independent credential evaluation is recommended, although not required. The absence of a credential evaluation can delay the H-1B application. Credential Evaluation (NACES) information is available at www.naces.org/members.htm
 - MD's & DVM's must include proof of State of Michigan license to practice & the appropriate educational exams certification, as applicable

Immigration documents

- Copy of passport including passport identity page and expiration date
- Copy of I-94 (If currently in the US). Please visit www.cbp.gov/I94 to obtain I-94 record

AND the following depending on current status:

F-1: Copy of I-20 and/or Copy of EAD card (if applicable)

J-1: Copy of all DS-2019(s)/IAP-66(s) and/or Copy of evidence of a 212(e) waiver (if applicable)

H-1B: Copy of I-797 H-1 approval notice and/or Proof prior H status was maintained (e.g. Letter from previous employer, copy of last pay stubs, etc.)

******If I-140 and/or I-485 have been filed for permanent residency, please provide copies of receipt notices.**

If current visa status is other than listed above, please provide immigration documents.

DEPENDENTS (The following is only required for dependents IN the US who are seeking H-4 status):

Original Form I-539, Application to Extend/Amend Non-immigrant Status (You can get the form from the web: <http://www.uscis.gov> (Select Forms)

If more than one dependent use Form I-539 supplement to list each additional dependent.

ONLY dependents need Form I-539, H-1 employees do not need. OISS must have originally signed Form I-539 to submit to USCIS.

Form I-539 must be signed by a dependent.

Check payable to the "Department of Homeland Security" for Form I-539 filing fee in the amount of \$370.00. Only one fee is needed for all dependents.

Copies of immigration documents including: I-94, passport, I-797 approval notice, DS-2019, I-20, EAD card, and any other documents

Copy of marriage document or birth document for children.

Note: any documents not in English must be submitted to USCIS with Translation Certification (see www.oiss.msu.edu).