

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

Petition for Non-Immigrant Worker I-129, H-1B Visa
Employee Required Documents

Instructions: Please provide us with clean copies of all the following documents listed that applies to you and your dependents.

- Diploma (including translation if necessary – highest degree only) or if you are expecting your PhD but do not yet have it, a letter from your University certifying when you are expected to receive your PhD. If PhD was earned outside the U. S., please provide certificate of equivalency (you may request it at www.wes.org or www.evaluationworld.com for a fee).
- Current curriculum vitae or resume
- If current or previously on J-1 visa, all DS-2019 forms including I-612 approval notice granting waiver of 2-year residency requirement (if applicable)
- If currently on a F-1 visa, all I-20 forms
- Copy of front and back of employment authorization card(s)
- If currently on H1B visa, all I-797 approval forms
- Last three months copies of check stubs *if this is a transfer of extension*
- Most recent I-94 (to obtain your number go to: <https://i94.cbp.dhs.gov/i94/consent.html>)
- Color copy of passport page that indicates validity dates
- Current visa stamp

1. Information about the employee: Complete the blocks below:

Family Name (*Last Name*)

Given Name (*First Name*)

Full Middle Name

All Other Names Used (*include maiden name and names from all previous marriages*)

Date of Birth (*mm/dd/yyyy*)

Social Security # (*if any*)

A # (*if any*)

Country of Birth

Province of Birth

Country of Citizenship

2. If in the United States, complete the following:

Date of Last Arrival (mm/dd/yr)

I-94 #

Current Nonimmigrant Status

Date Status Expires

Passport Number

Date Passport Issued

Date Passport Expires

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

If outside the United States, please, complete the following:

Consulate office address (city) of U. S. Consulate:

Foreign Country:

Your Foreign Address:

Street and Name

Apt. Ste. Flr.

Number

City or Town

State

Province

Postal Code

Country

3. Spouse and/or Dependent(s) – H4

List husband/wife and all children related to the individual from whom the petition is being filled (provide attachment of additional family members if needed).

	Person 1	Person 2	Person 3	Person 4
Last Name				
First Name				
Middle Name				
Date of Birth (mm/dd/yr)				
Country of Birth				
Relationship (spouse/Dependent)				

In addition, please submit for each person:

- Passport page that indicates biographical info validity dates
- Most recent I-94
- Proof of Marriage/Parentage (marriage and birth certificates) with translation if needed
- DS-2019 if on J2
- I-20 if F2
- Form I-539 for spouse – two separate checks \$370.00 (filing fee) and \$85.00 (biometrics fee), payable to U. S. Department of Homeland Security (no abbreviations).
- Form I-539A for each dependent(s) along with \$85.00 (biometric services fee) payable to: U. S. Department of Homeland Security (no abbreviations).

Biometrics Services Appointment. Please, be aware that USCIS may require that your spouse/dependent(s) appear for an interview or provide biometrics (fingerprints, photograph, and/or signature) at any time to verify their identity, obtain additional information, and conduct background and security checks, including a check of criminal history records maintained by the Federal Bureau of investigation (FBI), before making a decision on the application. After USCIS receives the application and ensures it is complete, they will inform you in writing if there is a need to attend a biometric services appointment. Failure to attend the biometric services appointment may result in the USCIS denying the application.

Thank you! If you have any questions, please call (906) 487-2280 – Fax Number (906) 487-3220
Last updated: 12/2019