Department H-1B Extension Checklist

The following forms and documents must be submitted to the Center for International Education to initiate the processing of the Labor Condition Application (LCA) and the H-1B Extension Petition.

- Copy of Renewal Letter (Continuing Appointment by February/March)
- Required Fees:
  - Checks should be made Payable to the ‘Department of Homeland Security’
    - Basic Filing Fee of $460
    - Premium Processing Service Fee of $1,410
    - Total Fee of $1,870 (a third paid by Department, Dean & Provost)
- Completed Deemed Export Control Form (Signed by Dean; initiated by the Provost’s Office)
- For detail information, visit: www.ccsu.edu/iss

NOTE: Separate disbursement forms should be used for each fee - $460 and $1,440 because separate checks will be issued for each dollar amount. The disbursement form should be sent to the Business Office with a request that each fee be on a separate check, and made payable to the Department of Homeland Security, not DHS.

All required documents should be submitted to Toyin Ayeni at the Center for International Education.

Tel: 860-832-2052 // Fax: 860.832.2047 // Email: ayenio@ccsu.edu