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:
  - Basic Filling Fee of **$460**
  - Premium Processing Service Fee of **$1,440**
  - Total Fee of **$1900 (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](http://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.*

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