Department Initial H-1B 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 an INITIAL H-1B Petition.

☐ H-1B Notification Form and Bio-Data Form

☐ Copy of Signed Offer Letter for Initial Hire and Renewal Letter for Continuing Faculty by February/March

☐ Required Fees:

  Checks should be made Payable to the ‘Department of Homeland Security’

  o Basic Filling Fee of $460
  o Anti-Fraud Fee of $500
  o Premium Processing Service Fee of $1,410
  o Total Fee of $2,370 (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/isss

NOTE: Separate disbursement forms should be used for each fee - $460, $500 and $1,410 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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