Faculty 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 the Initial H-1B and H-1B Extension Petitions.

☐ Bio- Data Form
☐ Copy of Offer Letter (for New Hire)
☐ Copy of Renewal Letter (Continuing Faculty by February/March)
☐ Copy of the Last Two (2) Pay Stub and/or W-2 Form, When Available (for New Hire and Continuing Faculty)
☐ Updated Resume, New Address, Copy of New Passport and I-94, When Applicable
☐ Required Fees:

Checks should be made Payable to the ‘Department of Homeland Security’
  ☐ Basic Filling Fee of $460
  ☐ Fraud Prevention and Detection Fee of $500 (ONLY Applicable to Initial H-1B Application)
  ☐ Premium Processing Service Fee of $1,410
  ☐ Total Fee of $2,370 (paid by the Provost’s Office)
☐ Completed Deemed Export Control Form (Signed by Dean; initiated by the Provost’s Office)
☐ For detail information, visit: www.ccsu.edu/isss

NOTE: Inform Department that 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 should 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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