

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'**

- Basic Filing Fee of **\$460**
- Anti-Fraud Fee of **\$500**
- Premium Processing Service Fee of **\$2,500**
- Total Fee of **\$3,460** (*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/iss

NOTE: *Separate disbursement forms should be used for each fee - \$460, \$500 and \$2,500 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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