

## 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 Filing Fee of **\$460**
    - Fraud Prevention and Detection Fee of **\$500** (*ONLY Applicable to Initial H-1B Application*)
    - 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](http://www.ccsu.edu/iss)

**NOTE:** *Inform Department that 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 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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