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/isss](http://www.ccsu.edu/isss)

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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