Department H-1B Extension 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 H-1B Extension Petition.

- Copy of Renewal Letter (Continuing Appointment by February/March)
- Required Fees:
  - Checks should be made Payable to the ‘Department of Homeland Security’
    - Basic Filling Fee of $460
    - Premium Processing Service Fee of $2,500
    - Total Fee of $2,960 (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: Separate disbursement forms should be used for each fee - $460 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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