

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 **\$1,410**
 - Total Fee of **\$2,370** (*a third paid by Department, Dean & Provost*)
- Completed Deemed Export Control Form (*Signed by Dean; initiated by the Provost’s Office*)
- For detail information, visit: www.ccsu.edu/iss

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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