Central Connecticut State University
Center for International Education

**H-1B Temporary Worker Process Overview**

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**Department, Faculty, and CIE**

1. **Department Chair** informs CIE of prospective H-1B Faculty
2. New Faculty completes H-1B Bio-Data Form; submits it to the **Department Chair**
3. CIE requests Labor Condition Application (LCA) after receiving all required forms
4. 1) **Dean** certifies Deemed Export Control form
   2) **Provost’s Office** requests checks for filing Form I-129
5. **CIE** completes Form I-129; sends to the Department of Homeland Security
6. **CIE** informs Department and Faculty of H-1B Approval, Denial, or RFE notice

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**Required Forms:**
- H-1B Notification & Bio-Data Forms, along with the signed letter of employment
- Deemed Export Control
- Disbursement Form

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*H-1B applications not submitted six (6) months prior to start of the semester will be “Premium Processed” for a fee of $2,500.*