Faculty H-1B Checklist

The following forms and documents must be submitted to the International Student and Scholar Services 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:
  - Basic Filling Fee of $460
  - Fraud Prevention and Detection Fee of $500 *(ONLY Applicable to Initial H-1B Application)*
  - Premium Processing Service Fee of $2,805
  - Total Fee of $3,765 *(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:** Inform Department that separate disbursement forms should be used for each fee - $460, $500 and $2,805 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 Awoderu at the International Student and Scholar Services (ISSS).

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