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 Filling Fee of $325
    - Fraud Prevention and Detection Fee of $500 (ONLY Applicable to Initial H-1B Application)
    - Premium Processing Service Fee of $1,225
    - Total Fee of $2050 (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 - $325, $500 and $1225 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.

Tel: 860-832-2052 // Fax: 860.832.2047 // Email: ayenio@ccsu.edu