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 $325
    - Premium Processing Service Fee of $1,225
    - Total Fee of $1550 (*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: *Separate disbursement forms should be used for each fee - $325 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 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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