Central Connecticut State University
Center for International Education

H-1B Temporary Worker
Process Overview

Department, Faculty, and CIE

6-8 months before start of appointment*

Department Chair informs CIE of prospective H-1B Faculty

New Faculty completes H-1B Bio-Data Form; submits it to the Department Chair

CIE requests Labor Condition Application (LCA) after receiving all required forms

1) Dean certifies Deemed Export Control form
2) Department Chair requests checks for filing Form I-129

CIE completes Form I-129; sends to the Department of Homeland Security

CIE informs Department and Faculty of H-1B Approval, Denial, or RFE notice

Required Forms: H-1B Notification & Bio-Data Forms, along with the signed letter of employment

*H-1B applications not submitted six (6) months prior to start of the semester will be “Premium Processed” for a fee of $1225.