

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 Filing Fee of **\$460**
 - Premium Processing Service Fee of **\$2,500**
 - Total Fee of **\$2,960** (*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/iss

NOTE: *Separate disbursement forms should be used for each fee - \$460 and \$2,500 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.

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