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’

  o Basic Filling Fee of $460
  o Premium Processing Service Fee of $1,225
  o 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](http://www.ccsu.edu/iss)

**NOTE:** Separate disbursement forms should be used for each fee - $460 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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