TO: Accounting Services  
Business Managers  
Disbursements  

DATE: May 15, 2002  

RE: Visa Expenses  

The purpose of this memo is to clarify questions regarding the charging of fees related to H1-B visas to University funds. It has been determined that H1-B visa fees may not be charged to federally sponsored accounts (including Hatch and Smith-Lever funds). Since the University must submit the application for the visa, the fee is allowable on non-federal University funds, including gift funds and general funds. Therefore, the fee should not be paid on PRF SDIP accounts but funds may be transferred from these accounts to the University.

There is a $1,000 expedition fee available from the INS to assure a quicker processing time. The application for the H-1B visa should be filed as early as possible, i.e., when the need is identified, to avoid this extra fee. However, it will be the responsibility of the Department Head to determine if the additional fee is warranted and if he/she will authorize the use of department funds for this expense. If so authorized by the Department Head, the expedition fee is also chargeable as described above.

The attached form “Check Request for Immigration Paperwork” should be used when requesting payment of fees associated with INS applications. Please note that the Department Head signature is required whenever the box “Premium Processing” is checked.

Questions regarding this process should be directed to Ann Hoekstra at 47142.

Lucia M. Anderson  
Director, Business Managers

John R. Shipley  
Comptroller

Attachment  
c: Gail Biberstine, PRF  
Sharon Winslow, ISS
This form is to be used when requesting a check from Accounting Services with a direct Invoice Voucher. A separate form must be used for each check being requested.

Please make all checks payable to: "Immigration and Naturalization Service"

Fees associated with various INS applications:

<table>
<thead>
<tr>
<th>Check</th>
<th>Form</th>
<th>Description</th>
<th>Fee</th>
<th>Provision of Law</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>I-129</td>
<td>H1-B Petition</td>
<td>$130</td>
<td>66 FR 65811</td>
</tr>
<tr>
<td></td>
<td>I-140</td>
<td>Immigration Petition</td>
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<td>66 FR 65811</td>
</tr>
<tr>
<td></td>
<td>I-539</td>
<td>Change of Status</td>
<td>$140</td>
<td>66 FR 65811</td>
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<tr>
<td></td>
<td>I-907</td>
<td>Premium Processing</td>
<td>$1,000</td>
<td>66 FR 19682</td>
</tr>
</tbody>
</table>

Send check to:

The above application is for the following individual:

Department Liaison Signature

Business Office Signature

Department Head Signature – required only for I-907

Form must accompany Direct Invoice Voucher