

PURDUE UNIVERSITY

INTEROFFICE MEMORANDUM

TO: Accounting Services
Business Managers
Disbursements

DATE: May 15, 2002

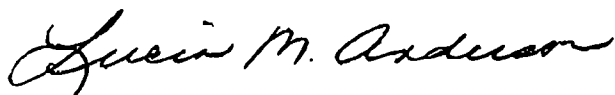
RE: Visa Expenses

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

CHECK REQUEST FOR IMMIGRATION PAPERWORK

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:

<u>Check</u>	<u>Form</u>	<u>Description</u>	<u>Fee</u>	<u>Provision of Law</u>
<input type="checkbox"/>	I-129	H1-B Petition	\$130	66 FR 65811
<input type="checkbox"/>	I-140	Immigration Petition	\$135	66 FR 65811
<input type="checkbox"/>	I-539	Change of Status	\$140	66 FR 65811
<input type="checkbox"/>	I-907	Premium Processing	\$1,000	66 FR 19682

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