IMMIGRATION CHECK REQUEST FORM

Updated 10/21/2020

Human Resources – Office of Immigration Services

This form is used to request filing fee checks for non-immigrant and immigrant visa petitions, including H-1B and permanent residence. Please note, based on 20CFR655.731, the employer must pay for all filing fees incurred for H-1B sponsorship. All other filing fees are negotiable between UAMS and the employee. *All filing fee checks must be received by UAMS Immigration Services before any petitions can be filed with U.S. Citizenship & Immigration Services (USCIS).*

SAP Non-Purchase Order Payment instructions:

- **You must include a completed copy of this form with your check request using the SAP Non-PO Payment method. The SAP Non-Purchase Order Payments transaction must be used**:: Log into SAP & enter FV60 as transaction and enter data as indicated in the following link: http://supplychain.uams.edu/files/2016/05/proc-doc-non-po-pmt-instr-05-13-2016.pdf
- PLEASE ORDER ALL CHECKS "RUSH".
- Request Separate checks made payable to "Department of Homeland Security". **Vendor #32747: California Service Center**. Checks are always to be "Hold & Call" [see instruction in link document].
- ***NEW: Include the Foreign National Employee's name in the REFERENCE section of SAP transaction FV60. ***

CHECKS NEEDED	AMOUNT	DESCRIPTION	DOES THIS FEE APPLY?
H-1B Petitions, including New H-1Bs, Transfers, and Extensions; TN Extensions and Amendments			
	$460	I-129 Filing Fee	Required for ALL H-1B Petitions (including extensions, transfers)
	$500	Fraud Prevention and Detection Fee	New UAMS Employees, or new to H-1B status (does not apply to H-1B extensions or amendments for current H-1B employees)
OPTIONAL Premium Processing Fee, for H-1B Petitions, TN Petitions, and I-140 Immigrant Petitions			
	$2,500	NEW Premium Processing Fee	Requires USCIS to give response within 15 calendar days.
Permanent Resident (Green Card) Processing			
	$700	I-140: Immigrant Petition for Alien Worker	To become a permanent resident in the US
	$1,140	I-485: Application to Adjust Status	Adjust status to that of a permanent resident of the US
	$85	Biometrics Fee	Required with all I-485 filings; Fee for fingerprinting appointment at local USCIS Service Center
Change of Status (Does not apply to H-1B or TN)			
	$370	I-539: Application to Exchange/ Change Nonimmigrant Status	Change of status or an extension of a nonimmigrant status, such as H-4 dependent
	$85	Biometrics Fee	Required with all I-539 filings; Fee for fingerprinting appointment at local USCIS Service Center
Employment Authorization Application (EAD)			
	$410	I-765: Application for Employment Authorization	To receive work authorization in the US. Typically used for approved work authorization after completing a degree in F-1 status, or for qualified H-4 dependents

CERTIFYING INDIVIDUAL IN DEPARTMENT OR DIVISION (*i.e., Chair, Business Administrator or HR Official*):

_____ _____

Foreign National Name *(Add as REFERENCE in the SAP transaction)* Department/Division Name

_____ _____ _____

Department/Division Sponsor Signature Date

Once checks have been received, please mail or hand-deliver the checks to:

UAMS Immigration Services | Slot #564 | Shorey Building, 8th Floor, Room S8/20 B & C | (phone) 501-686-8132