

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 required 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).*

**WORKDAY Check Request instructions:**

- Use the “Create Supplier Invoice Request” Task in Workday. **\*You must submit a separate “Create Supplier Invoice Request” task for each individual check you are requesting. If you need 3 checks, you must complete that task 3 times.\***
- In the **Company** field, enter UAMS
- In the **Supplier** field, search for **SPL-000067444, DEPARTMENT OF HOMELAND SECURITY.**
- In the **Remit-To Connection**, select the only option (includes Laguna Niguel, CA). This should auto populate.
- In both the **Supplier’s Invoice Number** and the **Memo**, put the foreign national employee’s name and the description. For example: I-129 Filing Fee.
- In the **Handling Code** field, select “**Hold Check for Pickup for Person.**”
- Under the **Lines** section, the **Spend Category** code is SC0494, the **Unit Cost** should be the amount of the individual check you are requesting. Include the foreign national employee’s name again in the **Billable – Memo** section. In the **Internal Memo** section, put the employee’s name, and put “Please hold for Immigration Services pick-up.”
- Click on **Attachments** and upload this completed Check Request Form.
- For additional instructions on the Workday task, see the “Create Supplier Invoice Request Quick Reference Guide” by searching for that title in Workday Learning.

CHECKS NEEDED	AMOUNT	DESCRIPTION	DOES THIS FEE APPLY?
<b>H-1B Petitions, including New H-1Bs, Transfers, and Extensions; TN Extensions and Amendments</b>			
	<b>\$460</b>	I-129 Filing Fee	Required for ALL H-1B Petitions (including extensions, transfers)
	<b>\$500</b>	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)
<b>OPTIONAL Premium Processing Fee, for H-1B Petitions, TN Petitions, and I-140 Immigrant Petitions</b>			
	<b>\$2,500</b>	NEW Premium Processing Fee	Requires USCIS to give response within 15 calendar days.
<b>Permanent Resident (Green Card) Processing</b>			
	<b>\$700</b>	I-140: Immigrant Petition for Alien Worker	To become a permanent resident in the US
	<b>\$1,140</b>	I-485: Application to Adjust Status	Adjust status to that of a permanent resident of the US
	<b>\$85</b>	Biometrics Fee	Required with all I-485 filings; Fee for fingerprinting appointment at local USCIS Service Center
<b>Change of Status (Does not apply to H-1B or TN)</b>			
	<b>\$370</b>	I-539: Application to Exchange/ Change Nonimmigrant Status	Change of status or an extension of a nonimmigrant status, such as H-4 dependent
<b>Employment Authorization Application (EAD)</b>			
	<b>\$410</b>	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 (Include as Invoice Number and Memo in WD Task)

\_\_\_\_\_  
Department/Division Name

**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



# IMMIGRATION CHECK REQUEST FORM

Updated 08/23/2022

*Human Resources – Office of Immigration Services*

Department/Division Sponsor

Signature

Date

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