

IMMIGRATION CHECK REQUEST FORM

Division of People and Culture, Immigration Services

This form is used to request filing fee checks for non-immigrant and immigrant visa petitions, including H-1B and permanent residence. All filing fee checks must be received by UAMS Immigration Services before any petitions can be filed with U.S. Citizenship & Immigration Services (USCIS).

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.

SEE PAGE 2 FOR DETAILED INSTRUCTIONS ON WORKDAY TASK

Check all amounts that apply. UAMS Immigration Services will instruct you on the required check amounts.

CHECKS NEEDED	AMOUNT	DESCRIPTION	DOES THIS FEE APPLY?
H-1B Petitions, including New H-1Bs, Transfers, and Extensions; TN and E-3 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 and E-3 Petitions, and I-140 Immigrant Petitions			
	\$2,805	NEW Premium Processing Fee (effective 02/26/2024)	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
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 (Include as Invoice Number and Memo in WD Task)

Name of Hiring Department/Division

Department/Division Representative Name

Signature

Date

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

UAMS Immigration Services | Slot #564 | Central Building, 4th Floor, 4C Wing, DPC Front Desk | (phone) 501-686-8132

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 Primary Information section, complete all fields that are required. Complete the fields below as listed:

- **Company:** University of Arkansas for Medical Sciences
- **Supplier:** Search for **SPL-000067444, DEPARTMENT OF HOMELAND SECURITY.**
- **Remit-To Connection:** Select the UAMS option (includes Laguna Niguel, CA)
- **Supplier’s Invoice Number** and the **Memo:** Add the foreign national employee’s name and the description of the fee. For example: “John Doe, I-129 Filing Fee”.
- **Handling Code:** Hold Check for Pickup for Person

Under the **Lines** section, complete the required fields as shown below:

- **Spend Category:** SC0494
- **Unit Cost:** should be the amount of the individual check you are requesting
- **Billable – Memo:** Include the foreign national employee’s name
- **Internal Memo:** put the employee’s name, and put “Please hold for Immigration Services pick-up.”

Upload this completed Check Request form in Attachments.

For more details on the Workday task, search for “Create Supplier Invoice Request Quick Reference Guide” in Workday Learning.

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

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