![UAMS University of Arkansas for Medical Sciences]

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.

<mark>**SEE PAGE 2 FOR DETAILED INSTRUCTIONS ON WORKDAY TASK**</mark>

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			
	$715	I-140: Immigrant Petition for Alien Worker	To become a permanent resident in the US
	$1,440	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)			
	$470	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)			
	$520	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

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

_____   _____
Foreign National Name *(Include as Invoice Number and Memo in WD Task)*   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 | 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.

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