



The University of Mississippi

Interoffice Memorandum

OFFICE OF INTERNATIONAL PROGRAMS

331 Martindale

University, MS 38677

Phone: (662) 915-7404 Fax: (662) 915-7486

TO: Procurement Services

FROM: Tayla Burns, International Programs Advisor
Office of International Programs

DATE: November 23, 2010

SUBJECT: NEW H-1B Filing Fees

When filing for H-1B status on behalf of a university employee or intended employee, the University of Mississippi must pay the Department of Homeland Security US Citizenship and Immigration Services filing fee(s) for the related paperwork (USCIS form I-129).

There are three possible filing fees associated with an H-1B Petition. As of November 23, 2010, the filing fees are as follows:

1. Standard filing fee for the I-129 (necessary for *all* H-1B Petitions) - **\$325**
2. Anti-fraud fee (for all *new* H-1B Petitions) - **\$500**
3. Premium Processing fee (for expedited processing) - **\$1225**

The following guidelines are given by the USCIS for payment preparation:

- All filing fees must be paid with separate checks or money orders.
- The check(s) or money order(s) must be drawn on a bank or other financial institution located in the United States and must be payable in U.S. currency. Do not mail cash.
- Make the check(s) or money order(s) payable to:

**DEPARTMENT OF HOMELAND SECURITY
USCIS – CALIFORNIA SERVICE CENTER
P.O. BOX 30040
LAGUNA NIGUEL, CA 92607-3004**

When the check or money order is ready, it should be returned to the Office of International Programs, NOT the USCIS. A check sent directly to the USCIS will be returned and will cause delays in the application process.

The University of Mississippi Request for Payment

To: Procurement Services

From: _____

e-mail: _____

Date: _____

Payment to: DEPARTMENT OF HOMELAND SECURITY

USCIS – CALIFORNIA SERVICE CENTER

P.O. BOX 30040

LAGUNA NIGUEL, CA 92607-3004

<u>Cost Center/Internal Order</u>	<u>G/L Code</u>	<u>Amount</u>
_____	55760	\$325.00
_____	_____	_____
_____	_____	_____

Purpose: STANDARD I-129 FILING FEE FOR H-1B PETITION. CHECK SHOULD

BE SENT TO OFFICE OF INTERNATIONAL PROGRAMS, 331 MARTINDALE,

ATTENTION TO **TAYLA BURNS**.

Information to be included on check stub:

Reference: _____
(Maximum of 16 characters)

Text: _____

Signatory Officer: _____ Document Number: _____

NOTE: File separate requests for each filing fee so that separate checks will be processed for each fee. Departments must submit a photocopy of Enclosure A forms and support letter with this request.

The University of Mississippi Request for Payment

To: Procurement Services

From: _____

e-mail _____

Date: _____

Payment to: DEPARTMENT OF HOMELAND SECURITY

USCIS – CALIFORNIA SERVICE CENTER

P.O. BOX 30040

LAGUNA NIGUEL, CA 92607-3004

<u>Cost Center/Internal Order</u>	<u>G/L Code</u>	<u>Amount</u>
_____	55760	\$500.00
_____	_____	_____
_____	_____	_____

Purpose: ANTI-FRAUD FEE FOR H-1B PETITION. CHECK SHOULD BE SENT TO

OFFICE OF INTERNATIONAL PROGRAMS, 331 MARTINDALE,

ATTENTION TO **TAYLA BURNS**.

Information to be included on check stub:

Reference: _____
(Maximum of 16 characters)

Text: _____

Signatory Officer: _____ Document Number: _____

NOTE: File separate requests for each filing fee so that separate checks will be processed for each fee. Departments must submit a photocopy of Enclosure A forms and support letter with this request.

The University of Mississippi Request for Payment

To: Procurement Services

From: _____

e-mail _____

Date: _____

Payment to: DEPARTMENT OF HOMELAND SECURITY

USCIS – CALIFORNIA SERVICE CENTER

P.O. BOX 30040

LAGUNA NIGUEL, CA 92607-3004

<u>Cost Center/Internal Order</u>	<u>G/L Code</u>	<u>Amount</u>
_____	55760	\$1225.00
_____	_____	_____
_____	_____	_____

Purpose: PREMIUM PROCESSING FEE FOR H-1B PETITION. CHECK SHOULD

BE SENT TO OFFICE OF INTERNATIONAL PROGRAMS, 331 MARTINDALE,

ATTENTION TO **TAYLA BURNS**.

Information to be included on check stub:

Reference: _____
(Maximum of 16 characters)

Text: _____

Signatory Officer: _____ Document Number: _____

NOTE: File separate requests for each filing fee so that separate checks will be processed for each fee. Departments must submit a photocopy of Enclosure A forms and support letter with this request.