



The University of Mississippi

Interoffice Memorandum

OFFICE OF INTERNATIONAL PROGRAMS

331 Martindale

University, MS 38677

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

TO: UM Procurement Services

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

DATE: November 23, 2010

SUBJECT: TN Application Fees

When filing for TN status on behalf of an intended employee, the University of Mississippi must pay the Department of Homeland Security US Citizenship and Immigration Services (formerly INS) filing fee for the related paperwork (USCIS form I-129).

There are two possible filing fees associated with an TN Petition. As of November 23, 2010, the filing fees are:

1. Standard filing fee for the I-129 (necessary for *all* TN Petitions) - **\$325**
2. Optional Premium Processing fee (for expedited processing) - **\$1225**

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

- All filing fee must be paid with separate checks or money orders.
- The check or money order 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 or money order payable to:

**DEPARTMENT OF HOMELAND SECURITY
USCIS – VERMONT SERVICE CENTER
75 LOWER WELDEN STREET
ST. ALBANS, VT 05479**

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 – VERMONT SERVICE CENTER

75 LOWER WELDEN STREET

ST. ALBANS, VT 05479

<u>Cost Center/Internal Order</u>	<u>G/L Code</u>	<u>Amount</u>
_____	55760	\$325
_____	_____	_____
_____	_____	_____

Purpose: FILING FEE FOR TN 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.

**The University of Mississippi
Request for Payment**

To: Procurement Services

From: _____

e-mail _____

Date: _____

Payment to: DEPARTMENT OF HOMELAND SECURITY

USCIS – VERMONT SERVICE CENTER

75 LOWER WELDEN STREET

ST. ALBANS, VT 05479

<u>Cost Center/Internal Order</u>	<u>G/L Code</u>	<u>Amount</u>
_____	55760	\$1225
_____	_____	_____
_____	_____	_____

Purpose: PREMIUM PROCESSING FILING FEE FOR TN 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.