



# *The University of Mississippi*

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## *Interoffice Memorandum*

### **OFFICE OF INTERNATIONAL PROGRAMS**

**331 Martindale**

**University, MS 38677**

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

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**TO: Procurement Services**

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

**DATE: November 23, 2010**

**SUBJECT: FILING FEES FOR I-140 – PERMANENT RESIDENCY PETITION**

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The Department of Labor has determined that when filing for Permanent Residency status on behalf of an international employee, the University of Mississippi should pay the USCIS filing fee for the related paperwork (USCIS form I-140).

There are two possible filing fees associated with a Permanent Residency Petition. As of July 30, 2007, the filing fees are:

1. Standard filing fee for the I-140 (necessary for *all* PR Petitions) - **\$580**
2. Optional Premium Processing fee (for expedited processing) - **\$1000**

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

- 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 - Texas Service Center  
4141 North St. Augustine Road  
Dallas, TX 75227**

**When the check or money order is ready, it should be returned to Tayla Burns in 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 – TEXAS SERVICE CENTER  
\_\_\_\_\_

2501 S. State Highway 121  
Business Suite 400  
\_\_\_\_\_

LEWISVILLE, TX 75067  
\_\_\_\_\_

<u>Cost Center/Internal Order</u>	<u>G/L Code</u>	<u>Amount</u>
_____	55760	\$580
_____	_____	_____
_____	_____	_____

Purpose: **I-140 FILING FEE FOR PERMANENT RESIDENCY 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: Please include a copy of the Enclosure A and support letter with the check request.**