

Submitting Visa and Legal Permanent Resident Fees in TEM

Business Purpose/Justification, naming conventions, and documentation requirements for university paid Visa fees and Legal Permanent Resident fees submitted in TEM. Review **Miscellaneous or Temp Vendor Payment** job aid for filling out the ER. Visa Fees can be processed as an EPR, review **Expedited Payment Request** job aid for requirements. Legal Permanent Resident fees will not be processed as an EPR, but can be marked as a check pick-up.

Step	Task
1.	<p>The Business Purpose/Justification field should contain what fee is being paid and the employee's full name.</p> <ul style="list-style-type: none"> "H1B Filing Fee <i>*Employee's Name*</i>" "H1B Anti-Fraud Fee <i>*Employee's Name*</i>" "H1B Premium Processing Fee <i>*Employee's Name*</i>" "H1B Extension Filing Fee <i>*Employee's Name*</i>" "H1B Extension Premium Processing <i>*Employee's Name*</i>" "Legal Permanent Resident Filing Fee <i>*Employee's Name*</i>" "Legal Permanent Resident Premium Processing Fee <i>*Employee's Name*</i>"
2.	<p>For visa fees the Vendor Invoice #/Reference # should use the following naming convention, containing the type of fee being paid, the employee's first initial and last name, and the calendar year. (Example Employee John Smith, Calendar Year 2019)</p> <ul style="list-style-type: none"> Filing Fee: "FJSmith19" Anti-Fraud Fee: "AFJSmith19" Premium Processing: "PPJSmith19" <p>For Legal Permanent Resident fees the Vendor Invoice #/Reference # should use the following naming convention containing the type of fee being paid and the employee's first initial and last name. (Example Employee John Smith)</p> <ul style="list-style-type: none"> Filing Fee "LPRFJSmith" Premium Processing "LPRPPJSmith" <p>NOTE: The Vendor Invoice#/Reference # can only contain 15 characters, if you have more than 15 characters, drop letters off the end of the last name. There should be no spaces or other special characters.</p>

Step	Task
3.	<p>Back up documentation is required to identify the correct fees and dollar amounts are being paid.</p> <ol style="list-style-type: none"> 1. For the H1B Visa (I-129), visit uscis.gov/i-129 <ol style="list-style-type: none"> a. Select "Optional Checklist for Form I-129 H1B Filings" PDF – print page 1 only b. Mark on the print out which fee you are paying (Filing Fee (Base Fee), Fraud Prevention and Detection Fee, or Premium Processing Services Fee) c. Attach this print out as your receipt to the Expense Report 2. For Legal Permanent Resident Filing Fee, visit uscis.gov/i-140 <ol style="list-style-type: none"> a. Select the "+" next to Filing Fee – expands the section and shows the fee amount b. Print page c. Attach print out as your receipt to the Expense Report 3. For Legal Permanent Resident Premium Processing fee, visit uscis.gov/i-907 <ol style="list-style-type: none"> a. Select the "+" next to Filing Fee – expands the section and shows the fee amount b. Print page c. Attach print out as your receipt to the Expense Report