Office for International Students and Scholars
MICHIGAN STATE UNIVERSITY

EMPLOYMENT BASED VISA TEAM
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EMPLOYMENT-BASED IMMIGRATION PAYMENT AUTHORIZATION

As of October 28, 2025, USCIS required all fees to be paid electronically and no longer accepts paper checks. As such, OISS will use this form to collect departmental authorization to pay the chosen fees using a university owned P-Card. Then, OISS will disburse the charges to the department via the account(s) listed below. By signing, the department agrees to pay the fee(s) and acknowledges that OISS will charge the noted account(s).

Departments are required to pay all H-1B fees; the cost cannot be assigned to the beneficiary (employee). The H-1B fee is always assessed for any H-1B petition; however, the other two fees are only required in specific circumstances.

> **Anti-fraud fee*:** Only necessary for the **first** H-1B petition for a beneficiary. The department must pay when applicable.
> **Premium Processing:** USCIS guarantees a response in 15 business days. Department must pay if due to business need.

Beneficiary Name:_____

Beneficiary Department:_____

Department Contact Name:_____

Department Contact Email:_____

Fees covered by this form:

☐ H-1B Fee ($460) ☐ H-1B Anti-Fraud Fee* ($500) ☐ Premium Processing Fee ($2,965)

☐ Other (list fee) _____

Department Account to be billed:_____ Total Amount: _____

Second Department Account to be billed:_____ Total Amount: _____

_____ _____

Signature of Authorized Department Contact Date