

UAH Immigration Services

Nonimmigrant Visa Services & Employment Based Permanent Residence

Department/Hiring Unit: _____

Name of Requestor: _____

Phone: _____

Email: _____

Billing Account: _____

Applicant Name: _____

Country of Citizenship: _____

Applicant Position: _____

Current Visa Type: _____

- UAH has retained outside counsel to provide legal immigration services ("Services"), as needed. The legal fees and applicable filing fees for the Services are set forth below.

- Fees that *must* be paid by the employer are indicated (see "*" below). **The department or other hiring unit is responsible for these fees.**

- Certain fees *may* be paid by the employer (see "+" below). **If the department/hiring unit is willing to pay these fees, please indicate by checking the "Requested" box.** If not, these fees will have to be paid by the employee.

- UAH will not pay for Services for the employee's spouse or dependent(s).

- UAH will not reimburse an employee for fees paid to his/her own private immigration attorney, unless approved in advance by the UAH Provost. Approval will rarely be given.

- In order for Services to be requested, this form must be completed, and it must be approved by the officials indicated.

Department/hiring unit - please check the appropriate box:

NONIMMIGRANT VISA SERVICES	Legal Fee	Filing Fees/Costs	Requested
H-1B Initial Petition	\$1,500*	\$825*	<input type="checkbox"/>
H-1B Extension	\$1,000*	\$325*	<input type="checkbox"/>
TN Initial Petition or Border/Consular Processing	\$1,500 ⁺	\$325 ⁺	<input type="checkbox"/>
TN Extension	\$1,000 ⁺	\$325 ⁺	<input type="checkbox"/>
E-3 Initial Petition	\$1,500 ⁺	\$325 ⁺	<input type="checkbox"/>
E-3 Extension	\$1,000 ⁺	\$325 ⁺	<input type="checkbox"/>
O-1 Initial Petition	\$4,000 ⁺	\$325 ⁺	<input type="checkbox"/>
O-1 Extension	\$3,000 ⁺	\$325 ⁺	<input type="checkbox"/>
Optional premium processing (RUSH) fee.	\$1,225 ⁺	-	<input type="checkbox"/>

EMPLOYMENT BASED PERMANENT RESIDENCE

Labor Certification	Legal Fee	Filing Fees/Costs	Requested
Labor Certification	\$3,000*	Cost of Advertisements*	<input type="checkbox"/>
Special Handling Labor Certification (No Re-recruitment Required)	\$2,000*	Cost of Advertisements*	<input type="checkbox"/>
Special Handling Labor Certification (Re-recruitment Required)	\$2,500*	Cost of Advertisements*	<input type="checkbox"/>

(Cost of Advertisements is unknown prior to order.)

I-140 Petitions	Legal Fee	Filing Fees/Costs	Requested
EB-1 Outstanding Professor & Researcher	\$5,000 ⁺	\$580 ⁺	<input type="text"/>
National Interest Waiver (N1W)	\$5,000 ⁺	\$580 ⁺	<input type="text"/>
I-140 Based on Approval Labor Certification	\$2,500 ⁺	\$580 ⁺	<input type="text"/>

I-485 Application	Legal Fee	Filing Fees/Costs	Requested
I-485	\$1,500 ⁺	\$1,070 ⁺	<input type="text"/>

TOTAL AMOUNT APPROVED: ‡ \$

‡Total amount approved plus cost of advertisements, which is unknown prior to order.

By completing this form and signing/dating below, the department/hiring unit head is agreeing to be responsible for the fees for the Services requested.

SUBMITTED:
Signature and Date - Department/Hiring Unit Head _____

Please submit form to International Student and Scholar Office, UC 116 or visahelp@uah.edu.

The department/hiring unit head will then work together with the International Student and Scholar Office to complete the following forms:

David Ware & Associates H-1B Employer Questionnaire & Document Checklist - Completed and Attached	<input type="text"/>
David Ware & Associates H-1B Employee Questionnaire & Document Checklist - Completed and Attached	<input type="text"/>

APPROVED:
Signature and Date - International Student and Scholar Office _____

Please submit all completed forms to the Office of Counsel, SKH 347 or kerry.mitchell@uah.edu.

APPROVED:
Signature and Date - Office of Counsel _____

SPECIAL NOTES:
