

Please send the H-1B Department Request Form directly to Evrequest@northwestern.edu. Once Accounts Payable (AP) processes the check, it will be forwarded to OISS to be paired with the corresponding H-1B petition before sending the application to USCIS.

DEPARTMENT INFORMATION

NU Department:

Administrative Contact:

Contact Email:

Contact Phone:

OISS Advisor Name:

BENEFICIARY INFORMATION (legal name from passport)

Family Name:

First Name:

CHART STRING

Fund:

Dept. ID:

Project ID:

Activity:

Program:

I am requesting checks for:

- \$500 H-1B, E3 Fraud Fee
- \$2805 Premium Processing Fee
- \$460 H-1B, E3, TN, O-1 Processing Fee
- \$470 I-539 Fee for Dependents

****Please issue separate checks for each fee.***

All checks should be made payable to:

**U.S. Department of Homeland Security
24000 Avila Road, room 2312
Laguna Niguel, CA 92677**

Check Processing:

All checks to Department of Homeland Security will be sent directly to OISS at 1902 Sheridan via campus mail.