

This form is to be completed by the Department Contact. Please create an online voucher for each check and submit this form directly to Accounts Payable for check processing. Please include the checks (not this form) with the H-1B paperwork submitted to OISS.

DEPARTMENT INFORMATION

NU Department	<input type="text"/>	Administrative Contact	<input type="text"/>
Contact E-mail	<input type="text"/>	Contact Phone	<input type="text"/>
OISS advisor name:	<input type="text"/>		

BENEFICIARY INFORMATION

Family Name	<input type="text"/>	First Name	<input type="text"/>
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CHART STRING

Fund	<input type="text"/>	Dept ID	<input type="text"/>	Project ID	<input type="text"/>	Activity	<input type="text"/>	Program	<input type="text"/>
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I am requesting checks for:

- \$500 H-1B, E3 Fraud Fee
- \$2500 Premium Processing Fee
- \$460 H-1B, E3, TN, O-1 Processing Fee
- \$370 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:

- Hold for pick-up
- Send to department