



UNIVERSITY OF HOUSTON SYSTEM

INTEROFFICE MEMO

TO: Whom It May Concern
FROM: Victor A. Machado-Hurtado, Immigration Specialist, Office of the General Counsel
DATE: November 23, 2010
SUBJECT: SUBJECT: H-1B Filing Fees and Form Codes

Please allow this memo to clarify the details regarding requests for checks for H-1B filing fees to be made payable to the U.S. Department of Homeland Security or the U.S. Citizenship and Immigration Services. The checks must be sent to the requestor or his/her Department to then forward them to me, to include with the pertinent H-1B petition packet. If mailed directly from Accounts Payable to the DHS or USCIS, they will be rejected and returned to the Treasury Department for not being accompanied by an H-1B petition packet.

The USCIS has several Service Centers throughout the U.S. and a couple of them are designated for processing H-1B petitions. Currently, cap-exempt H-1B petitions, which apply to UH, are processed by the California Service Center. Filing locations are subject to change.

The filing fees and the corresponding forms are as follows:

- H-1B Filing Fee (Form I-129): **\$325**
 - This fee applies to all H-1B filings
- Fraud Prevention and Detection fee: **\$500**
 - This fee applies only to new H-1B petitions filed by UH
- Premium processing fee (Form I-907): **\$1,225**
 - This fee is optional and for expediting the petition

A separate check is required for each fee. Fees are subject to change.

A \$290 fee for Form I-539 applies to the H-4 application for an H-1B dependent. UH is not permitted to cover the I-539 fee.

Our H-1B petitions are submitted to the following addresses:

Regular mailing:

U.S. Citizenship and Immigration Services
California Service Center
ATTN: Cap Exempt H-1B Processing Unit
P.O. Box 30040
Laguna Niguel, CA 92607-3004

Courier Mailing:

U.S. Citizenship and Immigration Services
California Service Center
ATTN: CAP EXEMPT H-1B Processing Unit
24000 Avila Road, Room 2312
Laguna Niguel, CA 92677

If you need more information, please contact me on 832-842-7085.