



UNIVERSITY OF HOUSTON SYSTEM

INTEROFFICE MEMO

TO: All UH System Departments
FROM: Kate Hammons, Immigration Specialist, Office of the General Counsel
DATE: December 12, 2016
SUBJECT: SUBJECT: H-1B Filing Fees and Form Codes

Please review the following updated information regarding H-B filing fees to be made payable to the U.S. Department of Homeland Security or U.S. Citizenship and Immigration Services. All checks must be sent from Accounts Payable to the requesting department, which will forward them to the Office of the General Counsel to be included with the relevant 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. but not all are designated for H-1B petitions. Currently, cap-exempt H-1B petitions, which apply to UH, are processed by the California Service Center.

The filing fees and the corresponding forms are as follows:

- H-1B Filing Fee (Form I-129): **\$460**
 - 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 guarantees a 15-day turnaround once petition is received by USCIS

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

For speed and tracking purposes, the use of a courier such as FedEx or UPS is strongly recommended.