Transmittal Form for Late Fee Journal Entry

This form must be completed by the sponsoring unit and attached to each application designated as late on our Center’s Late Fee Schedule. Applications received after the deadline noted on the Late Fee Schedule will be returned to the originating department.

PLEASE COMPLETE ALL INFORMATION REQUESTED BELOW:

Name of Foreign National for Whom the Application/Petition is Being Filed
____________________________________     _____________________________________
(Last)       (First)

Sponsoring Unit/Campus ______________________________________________ / ______________________

Contact in Sponsoring Unit ______________________________________________
(Name)
(Campus Extension)    (E-mail)

Type of Application Being Filed Late (please check only one):

H-1B  ☐ PERM  ☐ I-140 following PERM approval  ☐
$200                     $350                 $350

FEE PAYMENT INSTRUCTIONS:

Enter a journal entry into RIAS to transfer the appropriate funds to account # 900-1955-5091-2110-100-5220-42010. Then complete ALL information in the box below and attach this form to your late application/petition before submitting it to the Center for Global Services.

Total amount transferred via journal entry $_______________________
Date Transferred _______________________
JE Number _______________________

Office Use Only – Late Fee Payment OK _______