



The University of Pittsburgh  
Office of International Services

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# Administrative Fee Schedule for Specialized Casework for International Faculty, Staff, and Other Researchers

Fee Schedule for FY 2010  
(July 1, 2009 – June 30, 2010)

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## **J-1 Professor/Research Scholar/Short-Term Scholar**

Administrative Fee:       **\$150\***

Services Provided/Included:

- ✓ Initial meeting and consultation with OIS staff.
- ✓ Processing the J-1 Professor/Research Scholar/Short-Term Scholar and any dependents (spouse and children) via PeopleSoft, SEVIS, and the INSZoom system, and facilitating the entire process with the applicant and the department.
- ✓ Following up as needed for any additional information.
- ✓ Entering required information into the SEVIS government database.
- ✓ Processing the SEVIS Form DS-2019.
- ✓ Reviewing all documentation for compliance with USCIS, ICE, and DOS regulations.
- ✓ All UPS mailing costs for the SEVIS Form DS-2019 and other required documents to the international.
- ✓ Comprehensive check-in and orientation program with all newly arrived international scholars.
- ✓ Record keeping and database management.
- ✓ Advising regarding US immigration laws and regulations.
- ✓ Other routine office services.

*\* This fee is only for initial applications and not for subsequent extensions (i.e., it is a one-time fee for the duration of the time the J-1 Professor/Research Scholar/Short-Term Scholar is at the University in J status).*

## **H-1B Temporary Worker in a Specialty Occupation**

Administrative Fee:       **\$600\*\***

Services Provided/Included:

- ✓ Initial meeting and consultation with OIS staff.
- ✓ Processing the Prevailing Wage Request with the Pennsylvania State Employment Security Administration.
- ✓ Processing the Labor Condition Application with the U.S. Department of Labor via the iCert online system.
- ✓ Processing Form I-129 with H-1B and Data Collection Supplements, all required supporting documentation, and the Form I-539 for dependents (if applicable).
- ✓ Processing case in the INSZoom system and updating data in PeopleSoft.
- ✓ Reviewing all documentation for compliance with U.S. Citizenship & Immigration Services (USCIS) regulations, U.S. Department of Labor regulations, and U.S. Department of State regulations.
- ✓ Facilitating the internal paperwork with the applicant and the department.
- ✓ Filing the petition with the U.S. Citizenship & Immigration Services (USCIS) and/or U.S. Consulate abroad, and sending via UPS.
- ✓ Following up as needed for any additional information.
- ✓ Maintaining a Public Inspection File as required by USCIS and DOL regulations.
- ✓ Initial orientation with staff member upon check-in.

- ✓ Providing welcome information.
- ✓ Record keeping & database management.
- ✓ Advising regarding U.S. immigration law.
- ✓ Other routine office services.

*\*\* An extension of H-1B status requires the entire process to be completed again. Therefore, a new \$600 fee is required for all extensions.*

### **O-1 Alien of Extraordinary Ability**

Administrative Fee:        **\$1,000\*\*\***

Services Provided/Included:

- ✓ Initial meeting and consultation with OIS staff.
- ✓ Processing the Form I-129 with O-1 Supplement, all required supporting documentation, and the Form I-539 for dependents (if applicable).
- ✓ Processing case in the INSZoom system and updating data in PeopleSoft.
- ✓ Reviewing all documentation for compliance with U.S. Citizenship & Immigration Services (USCIS) regulations, U.S. Department of Labor regulations, and U.S. Department of State regulations.
- ✓ Facilitating the internal paperwork with the applicant and the department and organizing and assembling documentary evidence.
- ✓ Filing the petition with the U.S. Citizenship & Immigration Services (USCIS) and/or U.S. Consulate abroad, and sending via UPS.
- ✓ Following up as needed for any additional information.
- ✓ Initial orientation with staff member upon check-in.
- ✓ Providing welcome information.
- ✓ Record keeping & database management.
- ✓ Advising regarding U.S. immigration law.
- ✓ Other routine office services.

*\*\*\* Subsequent extensions are included in this fee, provided that the extensions are not for a “new event,” as defined by immigration regulations. If the extension is based on a “new event,” the \$1,000 fee will apply. See your Immigration Specialist for more information..*

### **Adjustment of Status to U.S. Lawful Permanent Resident**

Administrative Fee:        **\$1,200**

Services Provided/Included:

- ✓ Initial meeting and consultation with OIS staff.
- ✓ Processing the Form I-140 and all required supporting documentation.
- ✓ Facilitating the processing of the Permanent Labor Certification for special-handling cases.
- ✓ Processing case in the INSZoom system and updating data in PeopleSoft.
- ✓ Reviewing all documentation for compliance with U.S. Citizenship & Immigration Services (USCIS) regulations, U.S. Department of Labor regulations, and U.S. Department of State regulations.
- ✓ Filing the petition with the U.S. Citizenship & Immigration Services (USCIS) and/or U.S. Consulate abroad, and sending via UPS.
- ✓ Assisting with the filing of the Form I-485, Form I-765 for employment authorization, and Form I-131 for travel, for the principal and dependents (as appropriate) when authorized by DHS and/or DOS.
- ✓ Following up as needed for any additional information.
- ✓ Record keeping & database management.
- ✓ Advising regarding U.S. immigration law.
- ✓ Other routine office services.