Current Instructions on Requisitions/Invoices for Visa Fees (U.S. Department of Homeland Security)

A requisition needs to be created by the department. On the requisition Line Description, please include the description of the service (such as visa or visa processing fee for a specific person and include respective PID#).

You will need to have one line for each fee.

There are 3 fees at the present time. (See below in bold)

I.e. **Regular Visa Processing Fee ($325.00) for specific person**
   OR
I.e. **Anti-fraud Fee ($500.00) for specific person**
   OR
I.e. **Premium Processing Fee ($1,225.00) for specific person**

**Note:** Departments are supposed to attach the justification for Premium Processing Fees to the requisition for ISC approval. Example justifications are:

- **In order for the employee to maintain or avoid a gap in employment, premium/rush processing is necessary.**
- **In order for the job candidate to begin work on specified start date listed on the offer of employment, premium/rush processing is required.**
- **In order for the employee to reestablish compliance, premium/rush processing is required.**

Departments are no longer allowed to pick up these checks. Instead they are to scan and email the shipping label made out to:

Maria Leviste, Univ. Team
Fragomen, Del Rey, Bernsen & Loewy LLP
One Alhambra Plaza Suite 600
Coral Gables, FL 33134

Vendor Number is 25128
CATEGORY is **99005002 Fees/Sponsor/Warranty/Title**
Code to Account Code 749999.

After you have initiated the requisition and it has been sourced to a Purchase Order, you will use the appropriate proforma invoice PDF and fill out the following information:

- **Description:** Choose the correct invoice type from the drop down box
- **Date:** (Date of Invoice - mm/dd/yy)
- **PO:** (6 Digit Purchase Order Number)
- **Name of Department**
Address of Department
Contact (Person responsible)
Telephone # (Telephone # of Contact)

Note: Invoice number will auto generate with Purchase Order number. The Drop down box will auto generate the correct totals for the invoice.

Please have the invoice(s) signed by an authorized approver on the Department Authorization List (DAL) for the department or project charged.

Then, please scan/email and/or fax the invoice along with the shipping label to
Jasmin Johnson (Jasmin.Johnson@ucf.edu)

Or Alternates
Holly Terpos (Holly.Terpos@ucf.edu)
Laura Crouch (Laura.Crouch@ucf.edu)

(One requisition/purchase order for all fees is ok, but each fee needs to be entered as a separate line on the requisition/purchase order.)