

As part of an effort to improve the overall speed and efficiency of the H-1B temporary worker request process, OIS is making meaningful and significant changes to the check request portion of the process. These key changes are outlined below.

Effective 04/24/2023, H-1B Departmental Contacts will see an additional field on the “Information About the Position” eForm requesting a **single** Cost Center or Internal Order (CC/IO). Multiple CCs/IOs will not be accepted. Departments wishing to pay associated H-1B costs from multiple departmental CCs/IOs must redistribute those costs internally.

Within one week of assigning the case to an H-1B advisor, OIS will request all checks related to USCIS fees directly from Accounts Payable, to include the base I-129 fee **and** the USCIS Premium Processing fee, along with the H-1B anti-fraud fee, when applicable. Because Premium Processing ultimately is used in nearly 100% of all H-1B case requests, we are defaulting to this approach going forward for every case. In addition, the OIS will no longer use Departmental FedEx account numbers for H-1B express shipping. OIS will instead charge the CC/IO provided by the Department \$100 to recover shipping costs for **all** H-1B-related correspondence between OIS, USCIS and the H-1B beneficiary.

OIS will execute a single cost transfer for the total of all USCIS checks plus shipping cost recovery to the CC/IO you provide in the “Information About the Position” eForm. If you provide multiple CC/IO, OIS will use the first CC/IO provided.

Should an H-1B request be cancelled and checks unused, OIS will notify you and credit your CC/IO the full amount of unused fees.

Making the above changes will eliminate significant coordination efforts between OIS, Accounts Payable, and the Department and enable OIS to file cases with USCIS sooner by having checks on hand from the beginning of the processing window rather than waiting for checks to arrive at the end of the processing window.

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