



# *The University of Mississippi*

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## *Interoffice Memorandum*

### **OFFICE OF INTERNATIONAL PROGRAMS**

**331 Martindale**

**University, MS 38677**

**Phone: (662) 915-7404 Fax: (662) 915-7486**

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**TO: UM Procurement Services**

**FROM: Jay Lewis, International Programs Advisor  
Office of International Programs**

**DATE: March 3, 2014**

**SUBJECT: TN Application Fees**

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When filing for TN status on behalf of an intended employee, the University of Mississippi must pay the Department of Homeland Security US Citizenship and Immigration Services (formerly INS) filing fee for the related paperwork (USCIS form I-129).

There are two possible filing fees associated with an TN Petition. As of November 23, 2010, the filing fees are:

1. Standard filing fee for the I-129 (necessary for *all* TN Petitions) - **\$325**
2. Optional Premium Processing fee (for expedited processing) - **\$1225**

The following guidelines are given by the USCIS for payment preparation:

- All filing fee must be paid with separate checks or money orders.
- The check or money order must be drawn on a bank or other financial institution located in the United States and must be payable in U.S. currency. Do not mail cash.
- Make the check or money order payable to:

**DEPARTMENT OF HOMELAND SECURITY  
USCIS – VERMONT SERVICE CENTER  
75 LOWER WELDEN STREET  
ST. ALBANS, VT 05479**

When the check or money order is ready, it should be returned to the Office of International Programs, NOT the USCIS. A check sent directly to the USCIS will be returned and will cause delays in the application process.

# The University of Mississippi Request for Payment

To: Procurement Services

From: \_\_\_\_\_

e-mail \_\_\_\_\_

Date: \_\_\_\_\_

Payment to: DEPARTMENT OF HOMELAND SECURITY  
\_\_\_\_\_  
USCIS – VERMONT SERVICE CENTER  
\_\_\_\_\_  
75 LOWER WELDEN STREET  
\_\_\_\_\_  
ST. ALBANS, VT 05479  
\_\_\_\_\_

<u>Cost Center/Internal Order</u>	<u>G/L Code</u>	<u>Amount</u>
_____	55760	\$325
_____	_____	_____
_____	_____	_____

Purpose: FILING FEE FOR TN PETITION. CHECK  
\_\_\_\_\_  
SHOULD BE SENT TO OFFICE OF INTERNATIONAL PROGRAMS,  
\_\_\_\_\_  
331 MARTINDALE, ATTENTION TO JAY LEWIS.  
\_\_\_\_\_  
\_\_\_\_\_

Information to be included on check stub:

Reference: \_\_\_\_\_

(Maximum of 16 characters)

Text: \_\_\_\_\_

Signatory Officer: \_\_\_\_\_ Document Number: \_\_\_\_\_

**NOTE: File separate requests for each filing fee so that separate checks will be processed.**

**The University of Mississippi  
Request for Payment**

To: Procurement Services

From: \_\_\_\_\_

e-mail \_\_\_\_\_

Date: \_\_\_\_\_

Payment to: DEPARTMENT OF HOMELAND SECURITY  
\_\_\_\_\_  
USCIS – VERMONT SERVICE CENTER  
\_\_\_\_\_  
75 LOWER WELDEN STREET  
\_\_\_\_\_  
ST. ALBANS, VT 05479  
\_\_\_\_\_

<u>Cost Center/Internal Order</u>	<u>G/L Code</u>	<u>Amount</u>
_____	55760	\$1225
_____	_____	_____
_____	_____	_____

Purpose: PREMIUM PROCESSING FILING FEE FOR TN PETITION. CHECK  
\_\_\_\_\_  
SHOULD BE SENT TO OFFICE OF INTERNATIONAL PROGRAMS,  
\_\_\_\_\_  
331 MARTINDALE, ATTENTION TO JAY LEWIS.  
\_\_\_\_\_  
\_\_\_\_\_

Information to be included on check stub:

Reference: \_\_\_\_\_  
(Maximum of 16 characters)

Text: \_\_\_\_\_

Signatory Officer: \_\_\_\_\_ Document Number: \_\_\_\_\_

**NOTE: File separate requests for each filing fee so that separate checks will be processed.**