Requests submitted to the International Center for scholar immigration support services incur an administrative processing fee. Please submit this form with each J-1, H-1B, TN or USAID scholar request, including cases involving initial, extension or transfer processing to: International Student and Scholar Services, International Center, N52 Memorial Union, Columbia, MO 65211. (Please provide MO-codes for billing purposes.)

Fee schedule:

- J-1 scholar on campus—3-5 day processing ($200)
- J-1 scholar on campus—1-2 day processing ($400)
- J-1 scholar off campus—3-5 day processing ($500)
- J-1 student intern ($600)
- TN petition ($800)
- H-1B scholar—8 week processing ($1000)
- H-1B scholar—3-4 week processing ($1600)*

*Subject to availability

SCHOLAR INFORMATION

Last/family name: ____________________________ First/given name: ______________________________

Request type:  □ J-1  □ H-1B  □ TN

Amount: $_____________________________

PAYMENT INFORMATION

MO-code: __________________________________ PS account: _________________________

DEPARTMENT INFORMATION

Department: _______________________________________________________________________________

Administrative contact name: __________________________________________________________________

Email: ____________________________ Phone: ____________________________

Authorized fiscal signature ___________________________________________ Date ____________________

Authorized fiscal signer’s name: ________________________________________________

Authorized fiscal signer’s title: ________________________________________________

Note: Please provide an original signature from an authorized fiscal signer for the specified MO-code.