ACADEMIC HUMAN RESOURCES
VISA & INTERNATIONAL SERVICES ADMINISTRATION (VISA)
116 N. ROBERTSON BLVD., PACT 600, LOS ANGELES, CA 90048
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CEDARS-SINAI MEDICAL CENTER

ADMINISTRATIVE SERVICES FEE AGREEMENT

INSTRUCTIONS: Complete the required information forward to Academic Human Resources: Visa & International Services Administration (VISA) for processing.

OVERVIEW

The VISA office charges an administrative service fee for the processing of applications in connection with requests for issuance or sponsorship of visa statuses. These fees are used to offset the administrative costs associated with the preparation, submission and administration of CSMC's Exchange Visitor Program, nonimmigrant (temporary) and immigrant (permanent) visa applications to the United States Citizenship and Immigration Services and the United States Department of State. These fees are not charged, or in any way deemed to be related to legal counsel, advice or consultation.

The department is responsible for **all** fees/costs associated with the processing of the beneficiary's (employees) visa sponsorship and the cost for derivative dependents (spouse and children) is **optional**. Please note, USCIS application fees and external legal counsel fees are not included. The specific filing fees associated with these processes are outlined on the Fee Schedule.
Individuals are permitted to choose their own legal counsel. However, attorney selection must be made from the Medical Center's approved Immigration Attorney Referral List in coordination with VISA office.

PROCESSING INFORMATION

Date:		
Beneficiary Last Name:	**Beneficiary First Name:**	
Department Name:		
Department Contact:	**E-mail:**	**Phone:**

REQUEST TYPE (select one):

B-1 Visa	J-1 Visa	H-1B Visa	O-1 & E-3 Visa	TN Visa
◯ Initial [$100]	◯ Initial [$300] ◯ Extension [$300] ◯ Amendment [$100] ◯ J-2 Request [$200]	◯ Initial [$1300] ◯ Extension [$1300] ◯ Amendment [$550] ◯ Coordination Fee (external) [$300]	◯ Coordination Fee [$300]	◯ Port of Entry [$100] ◯ USCIS Extension [$250] ◯ Change of Status (inside U.S.) [$450]

Permanent Residence (Coordination Fee for external processing)
◯ EB-1/Change of Employer [$500] ◯ EB-2/EB-3 [$750]

◯ **Other:**

Please provide complete and accurate PeopleSoft account information below. Incomplete information will result in delays to administrative processing and documentation issuance:

DEPARTMENTAL PEOPLESOFT ACCOUNT INFORMATION TO BE RECHARGED TO AHR

AMOUNT	ACCOUNT	DEPARTMENT	FUND	PROJECT	ACTIVITY
$ 0	869000				
$					

DEPARTMENTAL APPROVAL

The department has read the foregoing Administrative Service Fee Agreement fully understands and agrees to the terms and conditions set forth herein.

Authorized Departmental Signature	Printed Name and Title	Date

INFORMATION CONTAINED HEREIN, CURRENT AND UPDATED AS OF PUBLICATION DATE, IS INTENDED AS A GENERAL GUIDE ONLY. LEGISLATIVE CHANGES MAY OCCUR AT ANY TIME. CONTACT THE CEDARS-SINAI ACADEMIC SERVICES IMMIGRATION PARTNER FOR QUESTIONS RELATED TO THIS PROCESS AT (310) 423-5539.