

This form must be attached to all J-1, H-1B, and TN applications.

- **KEEP A COPY OF THIS FORM AS A RECEIPT FOR YOUR DEPARTMENT'S RECORDS**
- PROVIDE A COPY OF THIS FORM TO YOUR DEPARTMENT'S BUSINESS/FINANCIAL OFFICE
- THE INTERNATIONAL CENTER/STUDENT LIFE & LEADERSHIP BUSINESS OFFICE IS UNABLE TO PROVIDE ADDITIONAL FINANCIAL DOCUMENTATION

| SCHOLAR INFORMATION | | |
|---------------------|--|-----------|
| DATE MM/DD/YYYY]: | | |
| SCHOLAR LAST NAME: | | |
| SCHOLAR FIRST NAME: | | |
| PROGRAM DATES: | START DATE: | END DATE: |
| SERVICE REQUESTED: | <input type="checkbox"/> J-1 (\$50.00) <input type="checkbox"/> H-1B (\$500.00) <input type="checkbox"/> H-1B EXCEPTION* (\$1,200.00) <input type="checkbox"/> TN (\$250.00) | |

*H-1B Exception Case: \$1,200.00 fee is in addition to the \$500.00 service fee

IMPORTANT REMINDERS FOR DEPARTMENT RECHARGE INFORMATION:

- ACCOUNT NUMBER MUST ACCEPT RECHARGE OBJECT CODE 2489 (STUDENT AFFAIRS)
- ALL OTHER ACCOUNT CATEGORIES THAT ARE BLOCKED (AT THE TIME OF ENTRY) FROM PROCESSING IB WILL NOT BE INCLUDED

| DEPARTMENT RECHARGE INFORMATION (* REQUIRED FIELD) | | |
|--|---------------|---------------|
| | | |
| *KFS ACCOUNT # | SUB ACCOUNT # | OBJECT |
| | | |
| SUB-OBJECT | PROJECT | ORG. REF. ID. |

| SIGNATURE AUTHORIZATION | | | |
|--|-------------|------------|--------|
| By signing below, you confirm and authorize the departmental recharge. | | | |
| DATE [MM/DD/YYYY]: | PRINT NAME: | SIGNATURE: | |
| DEPARTMENT NAME: | | | |
| DEPARTMENT ADMINISTRATIVE CONTACT NAME: | | EXT. | EMAIL: |
| DEPARTMENT BUSINESS/FINANCIAL MANAGER NAME: | | EXT. | EMAIL: |