

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* (\$1700) <input type="checkbox"/> TN (\$250.00)	

\* H-1B Exception Fee is \$1200 for direct H-1B sponsorship plus \$500 H-1B processing fee to the International Center.

**IMPORTANT REMINDERS FOR DEPARTMENT RECHARGE INFORMATION:**

- ACCOUNT NUMBER MUST ACCEPT RECHARGE OBJECT CODE 7120 (MISCELLANEOUS RECHARGE)
- 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: