

INTERNATIONAL FACULTY & SCHOLARS

Global Center, Room 142
615 N Park Avenue
PO Box 210087
Tucson, AZ 85721

Ofc: 520-626-6289
Fax: 520-621-2757

www.global.arizona.edu/ifs

Fees and Services

Below you will find the IFS fee chart, which delineates the fees and outlines services both inclusive and exclusive of the stated fees.

TN Petition Request Type	IFS Fees		Associated USCIS Fees	
	Consular/Port of Entry/Pre-Flight Inspection Facility Processing	\$500	N/A	N/A
USCIS Processing	\$1,000	Premium Processing (optional) \$350	TN/I-129 Form Fee \$460	Premium Processing (optional) \$2500

Frequently Asked Questions

Q: How can we shorten the processing time?

Payment of the IFS and USCIS premium processing fees will ensure adjudication by USCIS within 15 calendar days of submission (option available with USCIS Processing only).

Q: Who pays the fees?

- IFS fees for a TN petition may be paid by either the sponsoring department or the employee.
- USCIS TN/I-129 Form Fee may be paid by the sponsoring department or the employee.
- Premium processing fees may be paid by the sponsoring department or the employee.

Q: How are IFS fees paid?

- Fees paid to IFS by departments may be paid through UA Financials using Internal Billing (IB).
- Account number: **2389007**
- Object Code: Expense (department account) = 4290 (Miscellaneous Services - Other Internal: Charges for all other services, which are not specifically addressed in the preceding list of object codes.)
- Object Code: Income (IFS accounting) = 0936 (Miscellaneous Income – Internal).
- In the event that your department gets reimbursed by the scholar for any allowable IFS processing fees, your department should **not** reverse the original IB document and should **not** recognize the external revenue in account 2389007. If your department gets reimbursed by the scholar, your department should recognize the reimbursement as external miscellaneous revenue (0940) in your own departmental account.



Q: **How are USCIS fees paid?**

- Fees paid to USCIS may be paid with a personal check or University check (via DV).
- Checks must be made payable to “**U.S. Department of Homeland Security**”.
- The address of the appropriate Service Center must appear on the checks, and will vary based on the services requested. **Please contact the assigned Immigration Advisor for the appropriate address before requesting the checks.**
- USCIS fees must remain separate, and should **not** be combined into a single check.
- Checks should be submitted to IFS, and **not** sent to USCIS directly.
- If you would like for IFS to pick up the checks from FSO, indicate “To be picked up by (advisor name)” in the special processing instructions of the check request.

Q: **How are TN Dependent (TD) fees paid?**

Dependents must complete Form I-539 to request TD dependent status. The I-539 Form Fee is \$370 and is paid by the employee. The spouse and each co-applicant must also pay an additional \$85 biometric services fee. Form I-539 must only include information about immediate family members (spouse and children) who are inside the United States at the time of filing. Instructions and Form I-539 may be downloaded from USCIS: <https://www.uscis.gov/i-539>