H-1B Visa Processing Requirements Through Third Party Attorney Offices for New Applications and Extensions
(Not intended for the School of Medicine, the Medical Center, UC Merced, or UCOP. School of Medicine will need approval from Julie Zamoyski)

1. Creating an Order in BruinBuy
   Log on to BruinBuy (https://www.bruinbuy.ucla.edu/) using your OASIS logon ID and password
   Select “Special Request/ Non-Catalog”
NOTE: Create a separate line item for each payment type (H-1B, fraud prevention fee, rush fee) and click on the “Description on Check” check box to generate separate checks for each line item.

Search for the vendor name as indicated below:

![Figure 3](image)

- Search for vendor by ‘Long Name’.
- Enter “us cit” as search criteria to pull up possible locations.
- Select vendor location to which payment should be sent.

Click on “Additional Info” icon from the header screen of the Special Request order to enter the item below:

![Figure 4](image)

Select ‘I – Invoice’ for DocToAP (Document to Accounts Payable).
2. Submitting Supporting Documentation to AP
   - Staple documents together with PO # on top right side of page for each payment and include the following:
     1. Invoice(s) from Bernard P Wolfsdorf
     2. Copy of email “institutional approval” from the Dashew Center
   - Mail H-1B Visa documents in a separate envelope to the following address:
     Shirley Sams
     Accounts Payable
     10920 Wilshire Center, 5th Floor
     Mail Code: 143348
   - Check(s) will be processed as “Hold For Pick-up” in 3 to 5 business days upon receipt of documents and will be available for pick up at Student Services located at 1121 Murphy Hall after 1 P.M. Departments are responsible to look up the status of the check and bring the check number with them for pick-up. No additional notifications will be sent to the departments.
3. Looking Up the Status of the Checks

Log on to BruinBuy (https://www.bruinbuy.ucla.edu/) using your OASIS logon ID and password.

Click on “Queries” to look for a report.

Click on “Order Payment Summary (OPS)” to check on the status of the check.
**Figure 8**

Enter the first 4 characters of the Order Number

Search for PO number

**Figure 9**

Select the invoice number in “Invoice Nbr” column that you would like to check the status of the check.
HELPFUL HINTS

- Choose the correct vendor.
  - If working with Bernard P Wolfsdorf to send checks to U S Citizenship & Immigration Services, vendor should be:

  U S CITIZENSHIP & IMMIGRATION SERVICES (VCK 011831007 or 011831012)
  C/O BERNARD P WOLFSDORF A PLC

  NOTE:
  - If searching by vendor long name, search “US Citizenship”.
  - If searching by vendor short name, omit spaces.
  - Select the VCK location to which the check should be sent.

- Make sure Class of Order is “X”
- Make sure to complete the Additional Info Icon (✉️) as indicated below:
  - Select “I – Invoice” under the DocToAP (Document to AP) drop down field.
- Create ONE PO number with separate line items for each of the fees listed below as applicable (be sure to include the name of the person applying for the visa in the description)
  1. H-1B Filing Fee ($320) – fee increase effective 7/30/07. Please work with the Dashew Center to determine the correct amount.
  2. Fraud Prevention and Detection Filing Fee ($500)
  3. H-1B Premium Processing Government Filing Fee ($1,000)
- Select the Description on Check box for each line item.
- Use Object code 3545 (Visa Application – Outside Legal Fees)
  Please see policy http://www.research.ucla.edu/ocga/memos/visas.htm

- Rush Orders need to be pre-approved by the Accounting Specialist via Email at:
  ssams@finance.ucla.edu