H-1B Visa Extension Processing Requirements
Through The Dashew Center (no outside legal counsel involved)
(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”

*Filing fee increase effective 7/30/07. Please work with the Dashew Center to determine the correct amount.

Revised 6/5/2007
Search for the vendor name as indicated below:

- **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:

- **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. Copy of email “institutional approval” from the Dashew Center as the business justification for the expense
  2. Copy of the US Citizenship and Immigration Services website ([http://www.uscis.gov/portal/site/uscis/menuitem.5af9bb95919f35e66f614176543f6d1a/?vgnextoid=f56e4154d7b3d010VgnVCM1000048f3d6a1RCRD&vgnextchannel=db029c7755cb9010VgnVCM1000045f3d6a1RCRD](http://www.uscis.gov/portal/site/uscis/menuitem.5af9bb95919f35e66f614176543f6d1a/?vgnextoid=f56e4154d7b3d010VgnVCM1000048f3d6a1RCRD&vgnextchannel=db029c7755cb9010VgnVCM1000045f3d6a1RCRD)) confirming the dollar amount to pay and the remit to address.

- 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

**Figure 6**

Click on “Queries”

**Figure 7**

Click on “Order Payment Summary (OPS)” to check on the status of the check

**Figure 8**

Search for PO number
Select the invoice number in “Invoice Nbr” column that you would like to check the status of the check.

You will need the check number to pick up the check at Student Services (1125 Murphy Hall).

Checks are printed overnight and distributed the next morning. Checks will be available for pick-up after 1pm the day after the check date.
HELPFUL HINTS

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

- 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.
- Be sure to include the name of the person applying for the visa in the description line of the PO
- Select the **Description on Check** box for the line item.
- Use **Object code 3545** (Visa Application – Outside Legal Fees)
  - Please see policy [http://www.research.ucla.edu/ocga/memos/visas.htm](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](mailto:ssams@finance.ucla.edu)