

## Fees

### Visa Fees

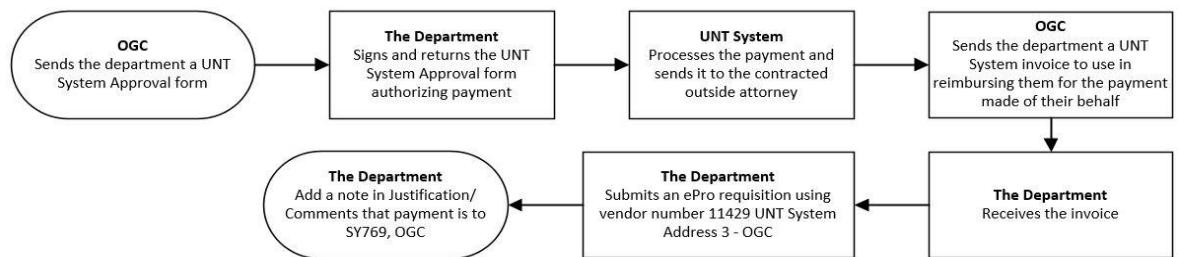
Visa fees for new hires and visa renewal fees for current employees are coordinated by the UNT System Human Resources Office, and are subject to change. They may be paid with either state or local funds. After departments receive notification from Payment Services that checks to the Department of Homeland Security are ready, they must pick up the checks and take them to Human Resources to be mailed with the proper visa paperwork. Do not send checks directly to U.S. Citizenship and Immigration Services (USCIS), as this will delay processing. The current processing fees for filing an H1B on Form I-129 petition are as follows:

- \$325.00 application fee for normal processing (use vendor number 19212);
- \$500.00 Fraud Prevention and Detection Fee (must be sent as a separate payment).

The current fee for filing of the H1B under Premium Processing I-907 is as follows:

- \$1,225.00 Premium Processing Fee (use vendor number 19212).

All legal services related to visa processing provided by a contracted outside attorney must be handled through the UNT System **Office of General Counsel** (OGC), and will be processed as follows:



Use the category code below in ePro.

Classification	ePro Category Code
Legal Services, Attorneys	918-74

Human Resource Services will coordinate all payments regarding these services. If you have questions, please contact Human Resources.

### Notary Fees

The State of Texas does not require employees designated as notaries to purchase notary bonds. All other notary regulations must be followed. The state provides defense and indemnification to a state employee for damages, attorney's fees, and court costs adjudged against them when the damages are based on an act or omission in the course and scope of the person's employment. *(Civil Practice and Remedies Code Section 104.001)*

When notarizing documents outside the course and scope of your work duties, you will not have protection for your actions unless you personally purchase the notary bond.

The State Office of Risk Management's (SORM) procedures and forms for Notary without Bond can be found on the **SORM website**.

### Course Fees and Special Service Fees

Purchases funded with course fees and special service fees must follow institutional policies and procedures. Generally, any equipment purchased with these funds must be necessary to provide the services for which the fee is collected. The DeptID/ProjID holder is responsible for ensuring all purchases meet this requirement. Please refer to the [UNTHSC Fund Group Guidelines](#) or contact [Accounting](#) with questions regarding purchases on these funds.

### License Fees

Some state employees such as certified public accountants, architects, engineers, real estate agents, and attorneys must obtain and/or renew professional licenses or certificates. According to [Opinion Texas Attorney General No. JM-1063](#) (1989), an agency may pay the fees that are necessary for an employee to obtain or renew a certificate or license if

- the agency determines payment is directly and substantially related to the agency's governmental functions; and
- the agency would receive an adequate return on payment.

A requisition for license fees must include a statement explaining how payment of the license and/or certificate fee meets these two conditions. Also include verification that the license and/or certificate are required for the employee's position at the UNT System component. Use the category code below in ePro.

Classification	ePro Category Code
License Fees	999-50(Fees and Other Charges)

### Registration Fees

Payment of registration fees and related expenses for state employee training, seminars, and conferences attended by state employees and officials are allowable purchasing card purchases. Use the category code below in ePro.

Classification	ePro Category Code
Registration Fees	963-64

**Note:** The purchasing card should be used, except for registrations on Texas Advanced Technology Research Program funds, which appear in the G352XX, G354XX or RS9001-RS9499 range. Submit registrations on these funds to Procurement Services with an ePro requisition.