

## **Directions for Submitting Request for Premium Processing of H-1B Petition**

To request Premium Processing of an H-1B petition, whether on a new petition or on a petition already pending at the U.S. Citizenship and Immigration Services (USCIS) Vermont Service Center, the following must be completed:

### **By the Academic Department:**

- (1) Request a check for \$1000 from Accounts Payable for the Premium Processing Fee.
  - Submit check request to Janice Elmlouk ([janiceelmlouk@brandeis.edu](mailto:janiceelmlouk@brandeis.edu)) at Accounts Payable (Bernstein-Marcus 121)
  - The request should include the following information:
    - Check payable to: U.S. Department of Homeland Security
    - Mailing Address: Premium Processing  
U.S. Citizenship and Immigration Services  
Vermont Service Center  
30 Houghton Street  
St. Albans, VT 05478-2399
    - Request Accounts Payable to call the ISSO (6-3480) for check pickup when check is ready
- (2) If the Department is also paying the regular H-1B petition fee (\$185), then a separate check will also need to be requested; also payable to: *U.S. Department of Homeland Security*

### **By ISSO:**

Once the check is picked up by the ISSO, the following documents are sent to the USCIS by the ISSO:

- Form I-907 – Request for Premium Processing Service (completed by the ISSO)
- Check for \$1000 Premium Processing fee
- If New Petition: Entire H-1B petition required (including \$185 application fee)
- If Petition is Already Pending: Photocopy of Form I-797C Receipt Notice

### **Processing Times:**

The ISSO will be notified by USCIS email of the status of the Premium Processing application request, including receipt date and approval date.

USCIS guarantees Premium Processing of petition within 15 days of receipt of request, barring any request for additional documentation or evidence for the petition. After approval, it will then take approximately 14 days to receive the actual approval notice in the mail.

The scholar may **not** be considered to have been granted H-1B status (for employment purposes) until we receive the actual (paper copy) H-1B Approval Notice from the USCIS.

For more information, please contact David Elwell, Director, International Students and Scholars Office, by phone (6-3480) or via email ([elwell@brandeis.edu](mailto:elwell@brandeis.edu)).