

FAQs for ISIS Processing Fee

General Questions

- 1. Are there any restrictions on funds that can be used to pay the OIE fees?**
Any type of Account may be used to pay the ISIS Processing Fee; restricted grant accounts require additional documentation.
- 2. Whom in ISIS or OIE should departments contact for questions regarding the intra-university payment process?**
Kasha Puskarz, kpuskarz@uga.edu, 706.425.3151 (Business Manager, OIE)
- 3. If the scholar or employee is unable to obtain the requested visa or immigration status, are these fees refundable?**
No. These fees are fees for service; ISIS cannot guarantee the outcome of any visa or immigration application.
- 4. Can the department recapture this expense for the ISIS Processing Fee from the employee or scholar?**
No. The department shall not undertake such measures as recapturing this money from the scholar or employee, as this could have negative implications on that employee's immigration status.
- 5. Can a department make a payment of one lump sum that includes the immigration application fees as well as the OIE fees and have OIE cut the checks to go to immigration (federal)?**
No. Fees to ISIS must be paid by departments by intra-university payment; Fees to the Federal Government must be paid by separate checks requested by the department. OIE cannot make payments to the Federal Government.
- 6. If after filing the initial request for visa or immigration status the scholar or potential employee chooses not to come to UGA is the fee refundable?**
No. Fees are for services rendered. Departments should do their best to ensure that a potential hire or visitor will come the University. Departments should notify OIE immediately if a scholar or potential employee does not come to the University.
- 7. Does OIE have to receive payment of the ISIS Processing Fees before any visa or immigration documents will be processed?**
*Once ISIS receives the completed and signed ISIS Processing Fee Authorization Form for the appropriate visa or immigration request, processing will begin. The ISIS Processing Fee Authorization form **must** be signed by both the department head/director and dean/VP for processing to begin.*
- 8. What if my department is bringing in a visiting scholar/researcher for a short period of time (i.e. for a guest lecture or short seminar)? Does the department still have to pay the fee?**

The Department should consider all options, including the [B and TW visa categories](#), for which there are no ISSIS Processing Fees.

9. Are faxed or scanned copies of the ISSIS Processing Fee Authorization Form acceptable?

Yes and no. ISSIS can use a scanned or faxed copy of the Fee Authorization form to initiate the process, but we must receive the original, signed document to complete the process.

10. Do both the department head and dean/VP have to sign the Fee Authorization Form?

Yes. Unsigned or partially signed documents will be returned.

J-1 FAQs

1. What does expedited processing of a DS-2019 mean?

Expedited J processing means that OIE will activate the request in the SEVIS system within 10 business days. Normal processing of a DS-2019 is six weeks. Paying the expedited fee allows you to have the DS-2019 within 10 business days.

2. I have paid to have my DS-2019 expedited, at what point does the expedited processing begin?

Once OIE has received the completed and signed ISSIS Processing Fee Authorization Form for J Visas, expedited processing will begin.

3. What if OIE does not process my expedited request within 10 business days?

OIE will process all expedited J visa requests within ten days; in the event this does not occur due to an ISSIS error, a refund for the expedited fee will be issued to the departmental account.

4. What types of visiting scholars and researchers should be brought in on a J?

Please review the criteria for [J-scholars](#) and the options for [B and TW Visas](#).

LPR FAQs

1. If the employee leaves his/her position at UGA in the midst of the permanent residency process is the ISSIS Processing Fee refundable?

No. The ISSIS Processing Fee is a fee for service. While it can take a number of years before the applicant receives the actual "green card," the work in ISSIS that leads to this outcome occurs in the first 6-9 months of the process.

2. If the department chooses to pursue two different types of permanent residency application avenues simultaneously how many times will they be charged the ISSIS Processing Fee?

Departments will be charged the ISSIS Processing Fee for each application they request. If a department files for two different types of permanent residency applications concurrently, the department will be charged for both applications.

- 3. If an application for permanent residency is denied by USCIS and the department wants to pursue an additional application in another category, will the department be charged additional fees?**

Yes. ISIS fees are fees for service, not for outcomes. We cannot guarantee the outcome of any application made to the Federal Government. Every effort, however, will be made to bring the application to a successful outcome. ISIS will be conservative when identifying the most applicable route to permanent residency for UGA sponsored applicants.