




**BOWLING GREEN STATE UNIVERSITY**  
 Center for International Programs  
 Suite 61 McDonald North

October 2, 2008

**MEMORANDUM**

TO: President’s Cabinet, Deans, Chairs and Directors

CC: President’s Cabinet Assistants, Deans Assistants, Provost Cabinet

FROM: Mark Gromko   
 Senior Vice-Provost of Academic Programs

RE: New Fee Structure for Faculty and Staff Immigration Services

For years the Center for International Programs operated with a budget that was insufficient to carry out its function. In order to offer needed services, the Center spent more than was allocated to the Center’s budget. This practice is no longer acceptable; the Center – like all other programs on campus – must operate within its budget.

For the past five years the Center has delivered exemplary faculty and staff immigration services. In order to continue to offer academic units the best possible service, the Center for International Programs will begin charging processing fees to academic units using these services. These costs, along with express mail fees, are in addition to costs payable to the Department of Homeland Security.

Beginning October 15, 2008, the following fees will be implemented for processing paperwork for BGSU faculty and staff:

TN Processing Fee	\$100
J-1 Processing Fee (non-student)	\$200
J-2 Processing Fee (non-student)	\$100
O Processing Fee	\$500
H1-B Processing Fee	\$500
Perm Processing Fee - Includes Prevailing Wage	\$500

The fees will not completely cover the costs of the services provided; however, they are sufficient to allow the Center for International Programs to provide Faculty and Staff Immigration Services at the same high level as they have in the past.

C: P. Hofmann