

# UC ANR ACADEMIC HUMAN RESOURCES (AHR) Green Card Fee Reimbursement Request Form

Request Date: \_\_\_\_\_ Hire Date: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_

ANR Unit: \_\_\_\_\_ Position Location: \_\_\_\_\_

Title, Rank and Step: \_\_\_\_\_ Appointment Percent Time: \_\_\_\_\_

For BOC use only to approve use of below source of funding:

COA: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Amount Requested: \_\_\_\_\_ Amount Approved: \_\_\_\_\_

Up to the maximum of \$5,000 will be considered for reimbursement. Fees paid for legal counsel services will not be reimbursed.

- 1. Attach a memo addressed to the AVP. Memo should include:**
  - Description of your request in relation to the time frame when fees were paid
  - Date of hire with UC ANR
  - Fees for which you are seeking reimbursement
  - Total amount of reimbursement request
- 2. Provide evidence of:**
  - Each fee for which you are seeking reimbursement
  - The fees' names/numbers and monetary amounts (USCIS Form I-797 Notice of Action: Receipt or other documentation may be relevant)
- 3. Submit the entire request packet to Academic HR Supervisor, Becky Sisman, [bsisman@ucanr.edu](mailto:bsisman@ucanr.edu):**
  - Memo to AVP Brent Hales
  - Copies of Paid Receipts

**Reviewed by:**

\_\_\_\_\_  
Program/REC/County Director or Immediate Supervisor                      Signature                      Date

\_\_\_\_\_  
BOC/ Other Responsible Financial Officer                      Signature                      Date  
*(for fund verification only)*

\_\_\_\_\_  
Interim Academic HR Director                      Signature                      Date

\_\_\_\_\_  
Vice Provost                      Signature                      Date

**Approved by:**

\_\_\_\_\_  
Associate Vice President                      Signature                      Date