

# UC ANR ACADEMIC HUMAN RESOURCES UNIT (AHR) Reimbursement for Payment of Green Card Application Fees

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## Guidelines and FAQs

Revision Date: 1/9/2025

(Authority: UCD A&FS: Reimbursement\*)

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To the extent possible, UC ANR will consider requests for reimbursement made by an academic (Appointee) for payment of certain fees associated with the Appointee's application for permanent residence (green card) status. The following guidelines shall apply to the process to initiate, facilitate and implement the reimbursement. Consideration for such request is based upon eligibility requirements and is contingent upon fund availability.

- The requestor must be an Appointee on active pay status with UC ANR with at least one year of continuous service with satisfactory performance in an eligible title series.
  - Only CE Advisor and CE Specialist Appointees are eligible for green card reimbursements.
  - An Appointee with a temporary appointment is not eligible for fee reimbursement.
  - A Request from an Appointee on leave of absence will be considered on a case-by-case basis.
- AHR encourages Appointees to review the guidelines and the request form found on the UC ANR Academic Human Resources (AHR) Unit web site: [https://ucanr.edu/sites/anrstaff/Personnel\\_Benefits/Academic\\_Personnel/Academic\\_resources/](https://ucanr.edu/sites/anrstaff/Personnel_Benefits/Academic_Personnel/Academic_resources/)
- Appointee should submit the Request form to the AHR Supervisor with an explanation of their circumstance.
  - Appointee should gather relevant materials as listed on the form.
  - Appointee should email the packet with their supervisor's signature on the request form.
  - Appointee should be sure to state the exact reimbursement amount being requested, up to \$5,000.
  - Only fees paid to the USCIS during the Appointee's ANR employment are reimbursable so long as the Appointee is in their first six (6) years of employment. The request must include a copy of the relevant "USCIS Form I-797 Notice of Action Type: Receipt" as proof of the paid fees. Copies of checks written to the USCIS are not acceptable forms of receipt.

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### **FREQUENTLY ASKED QUESTIONS: FAQs**

#### **What is the authority governing a request for reimbursement of fees?**

UCD Accounting and Financial Services Reimbursement guidance.

#### **Who can submit the request for fee reimbursement?**

Only UC ANR academics (Appointees) on active pay status in CE Advisor or CE Specialist positions who have completed one year of continuous service in an eligible title series may submit their request for fee reimbursement.

#### **To whom should the request be submitted?**

The Appointee should send the request to the AHR Supervisor, Becky Sisman, at [bsisman@ucanr.edu](mailto:bsisman@ucanr.edu), along with a copy of relevant Form I-797(s).

#### **What fees are not eligible for reimbursement?**

Fees incurred by Appointee prior to or following ANR employment are not eligible for reimbursement. Fees related to an Appointee's dependents are not eligible for reimbursement. Attorney fees are not reimbursable.

#### **How will the Appointee be informed about the status of his/her request?**

AHR will inform the Appointee. If approved, AHR will provide instructions to request reimbursement in AggieExpense. UC ANR will determine the timing related to fee reimbursement on a case- by-case basis, as necessary.

#### **Why is the Form I-797 Notice of Action a universally relevant document?**

The Form I-797 is the official Receipt Notice provided by U.S. Citizenship and Immigration Services (USCIS). Other forms of receipt may be considered on a case-by-case basis.

#### **In what form will the reimbursement be provided: check, direct deposit?**

The reimbursement will be provided in accordance with Appointee's preference as recorded in AggieExpense.

#### **What is the typical timeline for this process?**

This process may take 30 business days or longer depending upon case circumstances.

#### **Will requests for reimbursement from appointees holding soft- or grant-funded positions be considered?**

Requests for green card fee reimbursement from appointees whose positions are soft-or grant-funded will be considered, on a case-by-case basis.