Job Aid: UCSF Visa Applications
How to Submit a BearBuy Check Request

This job aid contains step-by-step instructions for submitting check requests for H-1B visa applications via BearBuy.

To apply for an H-1B visa, the hiring department must pay one or more administrative fees to US Citizenship and Immigration Services (USCIS). Fees may include:

- $460 filing fee (required for all H-1B requests)
- $500 anti-fraud filing fee (required for initial H-1B & transfer of H-1B status to UCSF)
- $1,410 premium processing fee (optional)

To send these fee payments, you must submit a check request via BearBuy (see below).

Note that you must submit a separate check request for each type of fee. Thus, for a single H-1B application you may submit up to three (3) separate check requests.

**STEP 1 – Log into BearBuy through MyAccess**

Go to https://myaccess.ucsf.edu/, log in, and click on BearBuy in the list of available applications.

**STEP 2 – Submit Check Request**

**REMINDER -- You must submit one check request per fee type. Thus, you may need to repeat the process below multiple times (e.g., once for the $460 filing fee, once for the $500 anti-fraud fee, etc.).**

a. Click the Home icon on the top left of your screen to return to the home view. From there, scroll to Frequently Used Forms and select Payment Request Form.

b. In the Enter Supplier field, type the word “homeland”. The “U.S. DEPARTMENT OF HOMELAND SECURITY” option should appear automatically. When it does, click it.
c. In the **Payment Message** field, type a description of the payment specifying the fee type and the name of the visa applicant. For example:

- “Filing fee for H1B visa – Jane Doe” (where Jane Doe is the name of the visa applicant)
- “Anti-fraud fee for H1B visa – Jane Doe”
- “Premium processing fee for H1B visa – Jane Doe”

The **Remit To Address** field will pre-populate with the correct address (no action needed).

d. In the **Payment Details** section, make the following changes:

- For **Activity Type**, select **Government Fees / Visas**
- For **Product Description**, enter the same text from the **Payment Message** field above
- For **Supplier Invoice #**, enter “H-1B – [Scholar’s First Initial].[Scholar’s Last Name]” (e.g., “H-1B – J.Doe”)
- For **Invoice Date**, enter the current date.
- For **Amount**, enter the amount for the specific fee you are requesting a check for (do not combine payment for different filing fees into the same check request)
- Finally, under **Internal Attachments**, select **Add Attachment** and upload a copy of the completed “H1B Check Request Form”. The Controller’s Office will cross-reference the name on this document with the name requested on the check to ensure it is correct.
e. Once all fields are filled in and attachments are attached, scroll up to the top of the page, under **Available Actions** select “Add and go to Cart,” and click the blue **Go** button.

f. In the Shopping Cart screen, click the blue **Proceed to Checkout** button.
g. In the draft requisition that appears, enter your Procurement Department Code under **Procurement Department**, then click **Save**.

![Procurement Department](image)

h. In the **Shipping and Purchase Order** tab, next to Ship To, click **Edit**.

![Shipping And Purchase Order](image)

i. In the box that appears, select **To choose a different address, click here**.
j. Click select from org addresses

k. Search for “rutter center 290”

l. Select the first option that appears: RUTTER CENTER RM 290, MISSION BAY, 3003290.

m. Your own name should auto-populate in the Attn field. Click into the field, delete your name, and replace it with “ISSO”.
n. Tick the checkbox next to **Save this address for future use**. If desired, you may select a custom name for it (e.g., “ISSO mailing address for H-1B checks”). This address will now be available from the **Shipping address** dropdown menu titled “**select from your addresses**”. Click **Save**.
Once “saved for future use”, the address will appear in the Shipping address dropdown menu.

After completing the preceding step, you should see the following shipping address in the Shipping and Purchase Order tab.

- In the Accounting Codes tab, click Edit and enter the speed type or chart string you will use to pay the filing fee.
p. Save and go to the **Final Review** tab. Check that all information is correct, then click the blue **Place Order** button.

Filing fee checks will be generated and sent via campus mail directly to ISSO, which will submit the checks, along with all other required documentation once it is received, to US CIS. You will receive an email notification from ISSO once US CIS confirms receipt of the H-1B application.