



REQUEST PAYMENT

TO

PR _____

DEPT. OF HOMELAND SECURITY

Please use this form to request payment for visa fees processed through the Harvard International Office.

INVOICE NUMBER*: _____ (25 CHARACTER LIMIT)

REQUEST DATE: _____

AMOUNT OF PAYMENT: _____

PAYING ON BEHALF OF: _____ (NAME OF VISA RECIPIENT)

PREPARED BY: _____ (FIRST AND LAST NAME)

PHONE #: _____ TUB #: _____

*The required invoice naming convention must be the first and last name of the person, no spaces, and the dollar amount only. 25 character limit. Example: DONALDMILLER1225

GUIDELINES FOR COMPLETING THIS FORM

- 1. Place this form on top of all included documents.**
2. This form should be used in lieu of an invoice / special handling. You only need to submit this form.
3. Create a Payment Request in HCOM for the Department of Homeland Security, and enter the PR number in the upper right corner.
4. Send this completed form to Accounts Payable: 1033 Massachusetts Avenue 2nd Floor, Cambridge, MA.
5. Be sure to follow all instructions from your HIO advisor regarding the visa and payment amount. Information and instructions for the HIO process can be found at <http://www.hio.harvard.edu/>
6. All checks will be processed for immediate payment and sent directly to the HIO by AP.
7. Do NOT edit this form. This form must be submitted in its original format.
8. Detailed instructions for this form can be found at <http://oc.finance.harvard.edu/homeland-security-visa-payments-form>