Caltech

# Visa Fee Reimbursement Form

For UAW Local 2478 Members Only

**Purpose:** This form is intended for reimbursing international graduate students and postdoctoral scholars, who are **UAW Local 2478** union members, for certain visa fees and related reasonable renewal expenses. Costs incurred since January 1, 2024, for SEVIS, and U.S. visa (including reciprocity), CBP, and USCIS applications paid with personal funds related to Caltech appointments are eligible for reimbursement.

The maximum reimbursement is $500 per international graduate student or postdoctoral scholar. International graduate students and postdoctoral scholars shall be eligible for this reimbursement once during their total service at the Institute as a graduate student or postdoctoral scholar.

| **Payee Information** | | | |
|---|---|---|---|
| **Union Member Name** | | **UID** | |
| **Caltech Status** | ☐ Graduate Student ☐ Postdoctoral Scholar | | |

| **Category** | **Amount** |
|---|---|
| ☐ I-901 SEVIS fee | |
| ☐ U.S. visa fee (paid with DS-160) | |
| ☐ U.S. visa reciprocity fee (paid at the U.S. Consulate) | |
| ☐ TN application CBP fee | |
| ☐ I-765 USCIS application fee | |
| ☐ I-907 USCIS application fee | |
| ☐ I-539 USCIS application fee | |
| ☐ Other USCIS application fee *(provide description below)* | |
| | |
| ☐ Reasonable renewal expenses, including educational evaluations and foreign passport renewal fees *(provide description below)* | |
| | |
| **Total Amount Requested** | $ 0.00 |
| *Remaining Balance (if less than $500 maximum)* | |

The following documents must be submitted with the reimbursement request:

1. Completed Visa Fee Reimbursement Form (for UAW Local 2478 members)
2. Proof of payment translated in English, if applicable (example: paid receipt)

**Division Approval:**

*I have reviewed this request and confirm that the individual named above is requesting reimbursement for certain visa fees and related reasonable renewal expenses, up to the $500 maximum reimbursement once during their total service at the Institute as a graduate student or postdoctoral scholar.*

| | | | |
|---|---|---|---|
| **Union Member Signature** | | **Date** | |
| **Approver Signature** | | **Date** | |