BACKGROUND

All visa requests at UC Berkeley must go through Berkeley International Office (BIO). An approval and check(s) are provided to BIO, which facilitates the necessary paperwork directly with USCIS. Payments for visa application and fees are processed in BearBuy as a payment request and made payable to the Department of Homeland Security. Once processed, checks are available for pickup at Disbursements Office and delivered by HR Ops staff to BIO.

PROCESS

1. Log into BearBuy

2. Complete a BearBuy Payment Request Form
   From the BearBuy home page frequently used forms section, open the Payment Request form (PRF) and complete as follows:
   a. **Section 1 - Supplier/Payee Info**
      1. **Enter supplier name** - “Department of Homeland Security” and select it. The fulfillment address will automatically fill with the supplier’s address.
      2. **Payee Not Found Name** – Leave blank.
      3. **UCB Employee or Student ID** – Leave blank.
      4. **Suggested Contact Email/Phone** – Provide if available.
   b. **Section 2 – Payment Request Items**
      1. **Line Item** – **BIO requires a separate check for each fee.** Each H1B-related payment requires a separate PRF in a separate cart, even if for the same person or from same vendor. **Apply only ONE line item per Cart.**
         i. **Item** – Enter “H1B-Visa Application for applicant (first name, last name).
         ii. **Unit Price** – Enter the dollar amount.
         iii. **Quantity** – Enter “1”.
      2. **Activity Type** – Use the dropdown and select “Other Payments to a Business”.
      3. **Internal Payment Note** – (optional field) Enter related notes for the department to maintain for recordkeeping purposes. This information is not sent to disbursements or the payee.
      4. **Internal Attachments** - Scan and attach the H1-B Petition Checklist (Word). (Note: this is a Berkeley International Office Form)
   c. **Section 3 – Payment and Handling Details**
      1. **Invoice Number and Date** – Leave blank.
      2. **Request Handling/Payment Message** – Enter name and phone number of the person who is will pick up the check.
      3. **Withholding Information** - Leave blank.
   d. **Add Form To Cart**: Scroll to the top of the form and select “Add and go to Cart”.

3. Complete Cart & Assign for Approval
   a. **Complete Cart Sections**: Org Node (from fund manager)
   b. **In Comments Tab**
      1. Send a comment to the fund manager that the cart is ready for approval and chartstring – Click add email recipient link in the Comments window to directly send email from within the system. This will facilitate communication with the Cart Authorizer to help move the transaction forward quickly.
      2. Note any special circumstances or deadline info in the comments tab if needed to alert transaction participants.
   c. Assign the Cart to the group’s Cart Authorizer. Search in the Peoplefinder Cart Authorizer lookup.

4. Cart Authorizer - Submits Cart into Workflow
   a. **Adds Chartstring Information.**
   b. **Submits the Cart** for the Req Creator (Purchasing staff) to process.