

**Center for Global Engagement
Initial J Requests
Fee Acknowledgement**

Name of the Exchange Visitor: _____

Requesting Department: _____

Fee amount: \$100.00

Please note the processing fee must be confirmed in IRIS before the request will be submitted to Sevis.

No additional fees are collected to adjust the data on a request or to make corrections etc.

No processing fees are collected for any dependents of the exchange visitor.

Please note that the fee is not refundable after the DS-2019 is issued if the exchange visitor or the host faculty member changes their mind and the visit to UT is canceled.

I understand that the fee for the Center for Global Engagement must be paid by UT funds and may not be reimbursed by the employee.

Please use an "E" account when designating the account to be charged.

Account to be charged: _____

Department Head Approval

I agree the \$100.00 fee may be charged to the account designated on this form and transferred to the Center for Global Engagement.

Signature: _____ Date: _____

Name of Department Head: _____ E-Mail: _____