**CHECKLIST TO DETERMINE ALLOWABILITY OF SHORT TERM VISA FEES ON FEDERAL AWARDS**

Please complete this checklist to determine whether a **Federally-funded or a Federal pass-through PTA** can be used to support immigration filing fees. You do not need to complete this checklist if you are using a non-Federally-funded PTA for the fees -- they are allowable on General Budget, Gift, Endowment, and most non-federal award PTAs.

Beneficiary (International Scholar) Name: Click here to enter text.

PTA: Click here to enter text.

1. **Have the fees been incurred as a recruitment cost?** [ ] **Yes** [ ] **No**

(i.e. the individual was hired through a competitive process specifically for this award and the individual has not worked on the award previously[. See Visa Cost Allowability Matrix (last page of Recruitment Costs policy](https://finance.caltech.edu/documents/15105/recruiting_costs_short-term_visa_fees.pdf)).

*If your answer to 1. is Yes, please proceed to question 2.*

*If your answer to 1. is No, you* ***may be able to*** *utilize the PTA for immigration filing fees if the answer is Yes to one of the following:*

[ ] *Yes* [ ] *No Fees were specifically referenced in approved award budget; or*

[ ] *Yes* [ ] *No Agency grant/contract officer has authorized the fees in writing; or*

[ ] *Yes* [ ] *No The fees are being charged to an NSF award subject to A-21, meet the criteria outlined in the NSF Award Administration Guide, and aren’t prohibited by award terms.*

***If your answer to the questions above are all No, stop here – you cannot use a Federally-funded or Federal pass-through PTA for immigration filing fees.***

1. **Is the award subject to OMB Circulars A-21 and A-110?** [ ] **Yes** [ ] **No**

(i.e. a Federal award or Federally-funded pass-through award made prior to 12/26/2014 and not amended to incorporate the Uniform Guidance)

*If your answer to 2. is Yes, the I-129 Filing Fee and the Fraud Prevention and Detection Fee are allowable if the answer is Yes to both of the following questions:*

[ ] *Yes* [ ] *No Fees are associated with a recruitment; and*

[ ] *Yes* [ ] *No Award terms and conditions do not prohibit the cost.*

*If your answer to 2. is Yes, the Premium Processing Fee is allowable on any Federal award subject to these regulations if you can answer Yes to one of the following questions:*

[ ] *Yes* [ ] *No Specifically referenced in the approved award budget; or*

[ ] *Yes* [ ] *No Authorized in writing by the agency grant/contract officer.*

*If your answer to 2. is No, please proceed to question 3.*

1. **Is this award subject to the Uniform Guidance?**  [ ] **Yes** [ ] **No**

(i.e. a Federal award or Federally-funded pass-through award made on or after 12/26/2014 or awarded prior to that date and amended to incorporate the Uniform Guidance)

*If your answer to 3. is Yes, the I-129 Filing Fee and the Fraud Prevention and Detection Fee are allowable if the answer is Yes to all of the following:*

[ ] *Yes* [ ] *No They meet the criteria in 2 CFR Part 200.463 (d) Recruiting Costs; and*

[ ] *Yes* [ ] *No They meet the criteria for direct costs in 200.413; and*

[ ] *Yes* [ ] *No Award terms and conditions do not prohibit the cost.*

*If your answer to 3. is Yes, the Premium Processing Fee is allowable on any Federal award subject to these regulations if the answer is Yes to one of the following:*

[ ] *Yes* [ ] *No Specifically referenced in the approved award budget; or*

[ ] *Yes* [ ] *No Authorized in writing by the agency grant/contract officer.*

*If your answer to 3. is No, the fees may be allowable; contact* *postawardadmin@caltech.edu* *to discuss.*

If a Federally funded PTA **can** be used (per your answers above), please return this completed checklist to International Scholar Services (iss@caltech.edu). If the Federally-funded PTA **cannot** be used (per your answers above), please use a non-Federal PTA for immigration filing fees.

If you have any questions about a using a specific Federally-funded award, please contact [postawardadmin@caltech.edu](file:///C%3A%5CUsers%5Crathey%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CNS1UGX91%5Cpostawardadmin%40caltech.edu).