

## IMMIGRATION, VISA & PASSPORT FEES, Change #1 Effective 20 July 2020

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| Intent  | To promote <b>family unity</b> and <b>reduce the financial burden of maintaining two separate households</b> by providing financial assistance to recently married Soldiers in an Active Duty status (to include former Soldiers returning to Active Duty) with foreign-born Spouses/Child(ren) that are, or will be, geographically separated by country with immigration, visa and/or passport fees upon initial assignment to their first duty station or assignment and reassignment back to CONUS. |
| Category Guidelines   | Case workers will ensure that the NEED has been validated in coordination with the local Human Resources Office, military passport and visa section (if available), or through valid documents provided by the applicant as outlined below. Soldiers will have exhausted all means through any available federal programs to assist before processing a request under this category.  |
|   | Soldier must provide proof their Spouse or Child(ren) currently reside overseas.  |
|   | Initial entry Soldiers must be at their first duty station.   |
|   | Assistance is for military identification card holding Family members ONLY.   |
|   | <i>Note: All fees are as of 29 January 2020 and subject to change. Check USCIS Form G-1055 for current fees.</i>  |
|   | THE IMMIGRATION PROCESS IS A 3-STEP PROCESS THAT CAN TAKE 6-9 MONTHS TO COMPLETE. AER ASSISTANCE SHOULD BE PROVIDED FOR EACH STEP AS SEPARATE ASSISTANCE CASES TO ENSURE THAT FUNDS ARE USED FOR THEIR INTENDED PURPOSE.  |
|   | <b>IMMIGRATION AND VISA FEES</b>  |
|   | <b>STEP 1: (Petition):</b> I-130 (Petition for Alien Relative) filing fee of \$535 per family member due at the time of submission. <b>(Loan Only)</b>  |
|   | <b>STEP 2: (Visa Application):</b> As invoiced by National Visa Center (NVC) (applicant receives after petition (I-130) is approved). These fees include the Immigration Visa Application Processing Fee and the Affidavit of Support Fee. Fees vary based on country of origin. <b>(Loan Only)</b>   |
|   | <b>STEP 3: (Interview):</b> Travel to interviews. <b>(Loan, Grant or combination of both based on financial situation)</b>  |
| <b>PASSPORT FEES</b>  |   |
| Passport Fees vary by issuing country - fees specifically related to the issuance or renewal of a passport for a foreign born Spouse or child(ren) when necessary for PCS travel. <b>(Grant Only)</b> |   |
| Other Areas of Consideration (LOAN ONLY)  | <b>Other fees that may be considered as an exception and require Level II review and approval/recommendation regardless of dollar amount (Loan only)</b>  |
|   | 1. <b>I-485 (Application to Register Permanent Residence or Adjust Status):</b> Filing fee for Spouse and Child(ren) 14 and up is \$1,140; filing fee for Child(ren) under 14 is \$750 if filing with at least one parent or \$1,120 if NOT filing with at least one parent.  |
|   | 2. <b>Biometric Fee:</b> (\$85) (required to process I-485 for Spouse and Children age 14 and up)   |
|   | 3. <b>Other costs (excluding legal fees):</b> Translations, cost of mailings, gaining copies of birth certificates, marriage certificates or other official documents, photocopying costs, medical exams not covered by TRICARE.  |
|   | Assistance does not include extended Family Members i.e. non military identification card holding relatives.  |

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| <b>Areas Not Covered Under this Category of Assistance</b> | Assistance is not authorized for Soldiers applying for naturalization as there are no fees associated after one year of honorable military service (INA 328 and 329). Additionally, naturalization fees for military identification card holding dependents is not authorized under this category of assistance. Naturalization is not associated with family unity or separation, but rather citizenship. Green Card recertification fees are also not authorized under this category of assistance. Green Card fees are known expenses that must be planned for and in most cases family unity has already been established. |
|  | Assistance is not authorized for legal fees associated with the citizenship process.   |
|  | Assistance does not include routine passport fees unless specifically related to the immigration process.  |
|  | Assistance does not include routine renewal fees as those are well known in advance.   |
| <b>Program</b>   | <b>Grant Only</b>  |
|  | <b>Passport fees</b>   |
|  | <b>Loan</b>  |
|  | <b>a. I-485 fees (Approved as exceptions by Level II Approving Officials)</b>  |
|  | <b>b. Biometric fees (Approved as exceptions by Level II Approving Officials)</b>  |
|  | <b>a. I-130 fees</b>   |
|  | <b>b. Visa (as detailed on NVC invoice)</b>  |
| c. Other associated fees                                   |  |
| <b>Budget</b>  | <b>Required when a loan portion is considered by level II as an exception</b>  |
| <b>Applies</b>   | Active Duty Soldiers   |
| <b>Dollar Cap</b>  | None   |
| <b>Remaining Time in Service Requirements</b>              | None for grant portion; 12 months for loan.  |
| <b>Applicant Must Provide</b>                              | Valid military ID card for each dependent  |
|  | LES  |
|  | Documents validating each associated fee.  |
|  | Special Power of Attorney (AER Form 53 or civilian equivalent) or Allotment Authorization (AER Form 55) when Soldier is not available  |
| <b>netForum Case Entry Requirements</b>                    |  |
| <b>Category Entry</b>                                      | Use request category "Immigration Fees" and appropriate subcategory, "Passport Fee" or "Visa Fee". Enter each expense separately - do not roll amounts together.   |
| <b>Mandatory Case Notes</b>                                | Name, age, relationship for each dependent AND country of origin   |
|  | Start and end date of current Title 10 period of service (Guard, Reserve, or AGR) (if applicable)<br>Level II recommendation (if required). Disapproval reason is required.  |
| <b>Mandatory Document Upload</b>                           | AER Form 52 (Disbursement and Allotment Authorization)   |
|  | Application  |
|  | LES or ERAS  |
|  | Notification of fee requirements<br>Special Power of Attorney (AER Form 53 or civilian equivalent) or Allotment Authorization (AER Form 55) when Soldier is not available  |



