

MEMORANDUM

To: University Partners, Sponsors and Stakeholders

From: Grant Chapman, Associate Provost for International Programs



Date: June 25, 2026

Re: 2026-2027 International Student and Scholar Services (ISSS) and English
Language Program (ELP) fees for services

As we begin what promises to be another successful year at Kansas State University ahead of us, I hope your summer is going well. I wanted to share a few updates and reminders regarding the fees associated with administrative and support services for non-student immigration and English proficiency testing.

As part of our ongoing efforts to align Kansas State University's practices with those of our peer and aspirational peer institutions, the university has implemented a new fee structure for these services. The sponsoring unit or department will be responsible for the applicable fee(s) for individuals requiring visa support. Revenue generated through these fees directly supports the university's English Language Program, International Student and Scholar Services, and the Office of International Programs, helping ensure the continued delivery of high-quality services to our international faculty, staff, scholars, and visitors.

J Scholar, Student Intern, Non-degree Special Program document processing (paid by the Unit/Department)

- J initial processing Fee - \$250
- J Extension processing Fee - \$150
- J Special program (non-degree, un-enrolled) - \$75

Employment-Based Administrative fee. Support services for non-immigrant work authorization/sponsorship including (liaison and case management with department, applicant and legal counsel) (paid by the Unit/Department) *

- Administrative Support fee for H-1B/E-3/O-1/TN petitions
 - H-1B/E-3: employees who are New/Initial, Transfers, Change of Status, Extending or Amending - \$250
 - O-1: initial, extension or amendments - \$250
 - TN: employees who will –
 - Obtain or extend outside U.S. - \$75
 - Obtain or extend while inside the U.S. - \$150
- Administrative fee to initiate Permanent Residency (PR) – labor certification cases and/or EB-1B preference category - \$250

* *In addition to the above fee(s). The unit/department will be responsible for paying outside legal counsel fees and USCIS filing fees associated with each case regarding the immigration sponsorship process; which could range from \$2,000 on up.*

English Language Assessment Fee (paid by the Unit/Department)

- English Language Program (ELP) Testing Assessment – \$60/per test

The fees outlined above support the office of international program's and university's English Language Program (ELP) and International Student and Scholar Services (ISSS). ISSS serves as the university's liaison with sponsoring departments, outside immigration counsel, and government agencies on immigration matters, while assisting both the institution and sponsored individuals in complying with applicable immigration laws and regulations. The ELP supports the university's compliance with federal and state English proficiency requirements and provides English language assessment and related services for international faculty, staff, and scholars.