

MIT Pro-Card Homeland Security Visa/Green Card - Exception Request Form

Complete and submit this form to procard@mit.edu if your P-Card will be used to pay for visa/green card application fees through the International Scholars Office (ISchO), and the total cost will exceed the per-transaction limit of your P-Card.

Cardholder Name: _____

MIT ID # : _____

Cardholder Signature: _____

Justification (Example: Fees for one H-1B petition: \$460, \$500 and \$2,805)

Cost Object: _____

Single Transaction Amount \$ _____

Assignment of Responsibility:

(Director, Administration and Finance/Primary Authorizer)

Print Name _____

DLCI _____

Signature _____ Date _____