Instructions for completing Form I-907
(Rev. 06/26/2018; form expires 04/30/2020)

The I-907 is used to request Premium Processing Service for the petitions or applications that U.S. Citizenship and Immigration Services (USCIS) has designated as eligible for Premium Processing Service. The University uses the I-907 to premium process H-1B petitions, O-1 petitions, TN and E-3 extensions (inside the U.S.), and TN and E-3 change of status petitions (inside the U.S.).

Premium Processing Service guarantees 15-calendar-day processing of certain employment-based petitions or applications. USCIS has taken action on a case if they issue an approval notice or, where appropriate, issue a request for evidence, notice of intent to deny, or a denial notice, or open an investigation for suspected fraud or misrepresentation on the related petition or application.

If you have any questions about the form, please call IFSS at 265-2257.

Part 1. Information About the Person Filing this Request (pages 1-2)
Leave as is. IFSS has pre-filled all necessary information already.

Part 2. Information About the Request (pages 2-3)
1-4. Leave as is. IFSS has pre-filled all necessary information already.
5. Type the employee’s name exactly as it appears in his/her passport in the appropriate boxes.
6-8. Leave as is. IFSS has pre-filled all necessary information already.

Part 3. Requestor’s Statement, Contact Information, Declaration, Certification and Signature (page 3-4)
1-6. Leave as is. IFSS has pre-filled all necessary information already. Do NOT change the email we have listed.
7. The Department Chair/Administrator or Center Director must sign and date in BLUE ink.

Part 4. Interpreter’s Contact Information, Certification, and Signature (page 4-5)
1-7. Leave blank.

Part 5. Contact Information, Declaration, and Signature of the Person Preparing this Request, if Other Than the Requestor (pages 5-6)
1-8. Leave blank.

Part 6. Additional Information (page 7)
1-8. Leave blank.