Guidelines for Check Processing for Visa Petitioners during remote work for COVID-19

Last Updated: July 6, 2020

This guidance is only valid during the remote work operations the University is currently undergoing.

Important Updates: Accounts Payable is assisting ISSS & Department's visa processing needs by doing special printing of Will Call checks only to the Department of Homeland Security. Checks will be printed on a bi-weekly basis, and will then be authorized for pick up by Penn Global staff only. They will be matched to your applications and will be submitted with the rest of your visa petition materials.

Please note, for your checks to be printed and included in your visa petitions on-time, it is important that all the guidelines below are followed. If they are not, it may delay the submission of your visa applications.

- All payment requests MUST be submitted as Non-PO Payment Requests through the Penn Marketplace. Login with PennKey [here](#).

- Supplier = Department of Homeland Security

- On the Questions tab, enter your visa recipients **first & last name into the "brief description of payment" box** (see below). This is what will print on the check and it is important that these are matched to the correct applications. **If it is not populated with the applicant's name, it may cause a delay in your submission time.**

Brief description of payment (40 character limitation), for utility payments please lead off description with the account #. ★

- On the Additional Information tab, make sure you submit for a Will Call

Additional Information

Special Routing Instructions

Will Call (Click For Will Call Criteria) ☑

Skip School and Center Hierarchy - FOR SP REQUESTS ☐