

From: [Rebecca Chen](#)
To: [Erica Johnson](#)
Subject: Tilak Sapkota & Pavan Polum H-1B Transfer
Date: Wednesday, August 21, 2019 1:20:46 PM
Attachments: [LEGAL SERVICES AGREEMENT - Collin County.docx](#)

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Hello Erica,

Thank you for your inquiry concerning the transfer of the Tilak Sapkota's and Pavan Polum's H-1B visas. The process would involve our office preparing an H-1B visa transfer application for each of them, sponsored by Collin County, which typically takes about 2 weeks to prepare (this involves us gathering information from the county and the applicants, drafting the application paperwork and sending it for signature, and preparing the final application and supporting documents).

Tilak and Pavan would be authorized to start working directly with Collin County on its payroll once the applications have been filed with U.S. Citizenship & Immigration Services -- they do not need to wait for the visa applications to be approved first, so they could join within 2-3 weeks after starting preparations. If they decide to wait for the application to be approved first, before transferring over, it would likely take at least 3-4 months from filing for the applications to be approved, but that time can be reduced to about 3 weeks if the county opts for the government's premium processing option for an additional filing fee (that is detailed below).

Attached is our office's legal services agreement for your review. Our service agreement is signed at the start of the client relationship, rather than case-by-case, which is why the second page lists our fees for the various types of cases our firm handles, but we would only invoice for specific cases at the points described below for each applicant:

- \$2,000 for our office's legal fee to prepare and file each H-1B application, due prior to our filing the application.
- \$600 for our office's legal fee if the government issues a Request for Evidence that we prepare the response for (this fee may not be needed if the government doesn't issue an RFE).
- \$2,460 for the government's application filing fee, due prior to filing the application.
- \$1,410 for the optional premium processing fee -- this could be provided prior to filing, or there is the option to upgrade to the premium route at any time while the application is pending.

The employer is legally responsible for all the fees listed above, with the exception of the premium processing fee, since it is optional. If the applicant would like to file in premium processing, s/he can pay for it personally if they choose to.

If the applicants have family members on H-4 visas that would need corresponding extension applications, the fees for those would be \$325 for our legal fee and \$455 for the government's filing fee (with an additional \$85 for each child). The employer is not responsible for any fees related to family members' visas, but can pay all or part of these depending on the arrangement with the employee.

Let me know if you'd like to set up a quick phone call to go over the application process/timeline. Thanks!



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* Rebecca Chen is a member of the State Bar of Texas and the American Immigration Lawyers Association. Not certified by the Texas Board of Legal Specialization.