



HOMELAND SECURITY FORM

INSTRUCTIONS:

1. Use this form (if required by your school/unit) as a guide for invoice naming convention to request payment for visa fees processed through the Harvard International Office (HIO)
2. In B2P, upload this completed form to your Payment Request(PR)
3. Select Supplier# 268817 - CAMBRIDGE02 address
4. **Do not select Special Handling;** checks will be sent directly to the Harvard International Office (HIO)
5. Refer to the instructions from your HIO advisor regarding the visa and payment amount
6. Information and instructions for the HIO process may be found at <http://www.hio.harvard.edu/>

INVOICE NUMBER*:

(25 character limit)

*Invoice number **must** be the first and last name of the recipient + dollar amount (no spaces, no special characters), and must be 25 characters or less (e.g. DONALDMILLER1225)

REQUEST DATE:

PAYMENT AMOUNT:

PAYING ON BEHALF OF:

(Name of visa recipient)

FORM PREPARED BY:

Visit the [B2P FAQ page](#) for further resources

Questions: AP_CustomerService@harvard.edu