

The First Step: H-1B Request Pre-Screening Questionnaire

E-mail CGS at gantonatos@global.rutgers.edu in the subject line write, "H-1B Packet Needed." In the body of the message provide all of the following information (clip and paste the list below into your email to us):

- contact in sponsoring unit: name, phone number and e-mail address to which the H1B packet should be sent
- the name of the alien beneficiary for whom H-1B petition will be filed
- type of appointment (position title) you are offering the alien
- geographic location where actual work will occur ("on campus" or, if off-campus, provide city and state)
- name of sponsoring unit
- please check **all** that apply to the alien beneficiary:
 - ___ current Rutgers employee
 - ___ not yet a Rutgers employee
 - ___ currently in the U.S. in H-1B status
 - ___ currently in the U.S. in a nonimmigrant status other than H-1B (What status?_____)
 - ___ currently overseas and expected to apply for H-1B visa at a U.S. consulate abroad
 - ___ currently in the U.S. with visa dependents who have or will require H-4 status
- a list of every period the alien beneficiary has ever held J-1 or J-2 status in any J category (Note: please be aware that the 1-129 form asks for documentation of any period(s) of time the alien spent in J-1 or J-2 status, so please ask the beneficiary for such documentation in the form of copies of DS-2019s, IAP-66s, or J-1/J-2 visa in passport.)