



Rutgers Global – International Student and Scholar Services

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Transmittal Form for Late Fee Journal Entry

This form must be completed by the sponsoring unit and attached to each application designated as late on our Center’s **Late Fee Schedule**. Applications received after the deadline noted on the Late Fee Schedule will be returned to the originating department.

PLEASE COMPLETE ALL INFORMATION REQUESTED BELOW:

Name of Foreign National for Whom the Application/Petition is Being Filed

_____ (Last) _____ (First)

Sponsoring Unit/Campus _____ / _____

Contact in Sponsoring Unit _____
(Name)

(Campus Extension) (E-mail)

Type of Application Being Filed Late (please check only one):

H-1B \$200 PERM \$350 I-140 following PERM approval \$350

FEE PAYMENT INSTRUCTIONS:

Enter a journal entry into RIAS to transfer the appropriate funds to **account # 900-1955-5091-2110-100-5220-74110**. Then complete ALL information in the box below and attach this form to your late application/petition before submitting it to the Center for Global Services.

Total amount transferred via journal entry	\$ _____
Date Transferred	_____
JE Number	_____

Office Use Only – Late Fee Payment OK _____