



Rutgers Global – International Student and Scholar Services

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Transmittal Form for Rutgers H1B VISA Processing Fees

This form must be completed by the sponsoring unit and attached to each application. Please refer to the [Rutgers Visa Processing Fee Schedule](#) for your specific type of application.

PLEASE COMPLETE ALL INFORMATION REQUESTED BELOW:

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

_____ / _____
(Last) (First)

- **Hiring Unit/Campus** _____ / _____

- **Contact in Hiring Unit** _____
(Name)

_____ / _____
(Campus Phone number) (E-mail)

- **Type of Application being filed (please check only one):**

<input type="checkbox"/> H1B 1-year Initial \$1000	<input type="checkbox"/> H1B 2-year initial \$1550	<input type="checkbox"/> H1B 3-year initial \$2000	<input type="checkbox"/> H1B Extension \$750 (same fee for 1-3 years)	<input type="checkbox"/> H1B Expedited: \$300 + base fee
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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 application request before submitting it to the Center for Global Services.

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

Office Use Only – H1B Fee Payment OK _____