

## 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
--	--	--	---	---

### FEE PAYMENT INSTRUCTIONS:

Enter a journal entry into RIAS to transfer the appropriate funds to **account #900-1955-5091-2110-100-5220-42010**. 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.

<b>Total amount transferred via journal entry</b>	\$ _____
<b>Date Transferred</b>	_____
<b>JE Number</b>	_____

Office Use Only – Late Fee Payment OK \_\_\_\_\_