Email ISSS at facultyscholars@global.rutgers.edu and 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 email address to which the H-1B packet should be sent
- **The name of the alien beneficiary for whom the 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 the city and state)**
- **Name of the 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 non-immigrant 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/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 I-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)