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

E-mail ISSS at isss-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 (You may clip and paste the list below into your email to us.):

- contact in hiring unit: name, phone # and e-mail to which H-1B packet should be sent
- name of the foreign national (FN) for whom H-1B petition will be filed
- type of appointment (position title) you are offering the FN
- Intended H-1B start date and end date
- 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 FN:
  - current Rutgers employee
  - not yet a Rutgers employee
  - currently in the U.S. in H-1B status, if yes, list all periods spent in H1B 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 FN has ever held J-1 or J-2 status (Please be aware that the I-129 form asks for documentation of any period(s) of time the FN spent in J-1 or J-2 status, so please ask the FN for copies of his/her DS-2019s, IAP-66s, or J-1/J-2 visa in passport.)