Transmittal Form for Permanent Residency (Green Card) Processing Fee

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.

- 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)

  Green Card $2500.00 Late Fee $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 application request before submitting it to ISSS.

| Total amount transferred via journal entry | $_________________________ |
| Date Transferred                          | __________________________ |
| JE Number                                  | __________________________ |

Office Use Only – Green Card Fee Payment OK _____