

## Transmittal Form for RBHS E-3 Application Processing Fees

*This form must be completed by the sponsoring department and attached to each application.*

### PLEASE COMPLETE ALL INFORMATION REQUESTED BELOW

- Name of Foreign National for Whom the Application is Being Filed:

\_\_\_\_\_ / \_\_\_\_\_  
(Last) (First)

- Hiring Department & School \_\_\_\_\_ / \_\_\_\_\_

- Contact in Hiring Unit \_\_\_\_\_  
(Name)

\_\_\_\_\_ / \_\_\_\_\_  
(Campus Phone number) (E-mail)

- Type of Application being filed (*please check all that apply*):

New E-3 (consular)	New E-3 (change of status)	New E-3 (change of status)	E-3 Extension (consular)	E-3 Extension (remaining in US)
\$500	1 year / \$1000	2 years / \$1550	\$500 (same fee for 1-2years)	\$750 (same fee for 1-2 years)

E-3 Transfer (consular)	E-3 Transfer (remaining in US)	E-3 Transfer (remaining in US)	E-3 Expedited (10 working days if complete)	E-3 Late Fee
\$500	1 year / \$1000	2 year / \$1550	\$300 + base fee	\$200

For further information, please refer to the [E-3 Recommended dates of submission chart](#) for your specific type of application.

### **FEE PAYMENT INSTRUCTIONS:**

Enter a journal entry into Cornerstone to transfer the appropriate funds to **account# 900-1965-5091-3999-100-5220-74110**. Then complete all information in the box below and attach this form to your application request before submitting it to Rutgers Global – International Student & Scholar Services.

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