

Transmittal Form for O-1 Processing Fee

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*):

O-1- Initial \$2500	O-1- Extension \$1500	O-1- Late Fee \$350
------------------------	--------------------------	------------------------

For further information, please contact the Office of International Services at ois@global.rutgers.edu

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.

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