

H-1B Label Instructions for FedEx Express Overnight

1. Please enter the **Ship From** address as in the screenshot below. Please use Laura Beth Montague as the Ship From Contact and the OISSS address as the Ship From address. This ensures that if the petition is returned for any reason, it reaches OISSS directly without delay.
 - a. Contact Name: **Laura Beth Montague**
 - b. Company Name: **Brown University**
 - c. Phone: **401-863-2427**
 - d. Email: laura_beth_montague@brown.edu
 - e. Address Line 1: **69 Brown Street**
 - f. Address Line 2: **Box 1906**
 - g. ZIP: **02912**
 - h. State: **RI**
 - i. City: **Providence**
 - j. **Be sure to check the Box “Use Alternate Address for Billing” and enter your billing address.**

The screenshot shows the FedEx 'Ship from' form. The top navigation bar includes links for Shipping, Tracking, Design & Print, Locations, and Support, along with Sign Up or Log In and a search icon. The main form is titled 'Ship from' with the subtitle 'Your details'. It is divided into two main sections: 'Contact details' and 'Address'. The 'Contact details' section includes fields for Contact Name (Laura Beth Montague), Company (Brown University), Tax ID/EORI Number, Phone Number (+14018632427), Phone Extension, and Email (laura_beth_montague@brown.edu). The 'Address' section includes fields for Country/Territory (United States), Address Line 1 (69 Brown Street), Address Line 2 (Box 1906), Address Line 3, ZIP Code (02912), State or Province (Rhode Island), and City (Providence). Below the address fields, there are two checkboxes: 'This is a residential address' (unchecked) and 'Use alternative address for billing' (checked). A 'PROVIDE DETAILS' button is located below the checkboxes. To the right of the form, there is a sidebar with a message icon and a text box stating: 'Please provide the sender and recipient addresses, package details, and select a service to see the estimated delivery date and total costs.' Below this, there is a list of options: Ship from, Deliver to, Package details, Service, Service options, Pickup/drop-off, and Notifications. At the bottom of the sidebar, there is a section for 'Accepted payment methods' showing logos for VISA, Mastercard, and AMEX. Below the logos, there is a link: 'If you're looking to Bill to an Account, please create an account or log in'.

FedEx Shipping Tracking Design & Print Locations Support Sign Up or Log In

Ship from

Your details

Contact details

CONTACT NAME *
Laura Beth Montague

COMPANY
Brown University

TAX ID/EORI NUMBER

PHONE NUMBER *
+14018632427

PHONE EXTENSION

EMAIL *
laura_beth_montague@brown.edu

Address

COUNTRY/TERRITORY *
United States

ADDRESS LINE 1 *
69 Brown Street

ADDRESS LINE 2
Box 1906

ADDRESS LINE 3

ZIP CODE *
02912

STATE OR PROVINCE *
Rhode Island

CITY *
PROVIDENCE

☐ This is a residential address

☒ Use alternative address for billing

PROVIDE DETAILS

NEXT

Please provide the sender and recipient addresses, package details, and select a service to see the estimated delivery date and total costs.

- Ship from
- Deliver to
- Package details
- Service
- Service options
- Pickup/drop-off
- Notifications

Accepted payment methods

VISA Mastercard AMEX

If you're looking to Bill to an Account, please [create an account](#) or [log in](#)

2. Please enter the **Deliver To** address as in the screenshot below.

- a. If you are submitting the request using **Premium Processing***, please be sure to note this in the “Company” field as “ATTN: PREMIUM CAP EXEMPT I-129 H-1B (4204)”.

* Premium Processing speeds up the adjudication of the petition by USCIS to no more than 15 business days. It does not speed up the processing time internally within OISSS.

- b. If you are submitting the request to be filed with **regular processing***, please be sure to note this in the “Company” field as “ATTN: CAP EXEMPT I-129 H-1B (4016)”

* Regular processing times are subject to fluctuation. For current processing times, please check with OISSS.

- i. Contact Name: **USCIS**
- ii. Company Name: “**ATTN: PREMIUM CAP EXEMPT I-129 H-1B (4204)**” or “**ATTN: CAP EXEMPT I-129 H-1B (4016)**”
- iii. Phone: **401-863-2427**
- iv. Address Line 1: **2500 Westfield Drive**
- v. ZIP: **60124**
- vi. State: **IL**
- vii. City: **Elgin**

The screenshot shows the FedEx 'Deliver to' form. The top navigation bar includes the FedEx logo and links for Shipping, Tracking, Design & Print, Locations, Support, Sign Up or Log In, and a search icon. The main form is divided into two columns. The left column contains a 'PREVIOUS STEP' link, the title 'Deliver to', and the question 'Who is receiving the shipment?'. Below this are two sections: 'Contact details' and 'Address'. The 'Contact details' section includes fields for CONTACT NAME (USCIS), COMPANY (ATTN PREMIUM CAPEXEMPT H-1B (4204)), TAX ID/EORI NUMBER, PHONE NUMBER (4018632427), PHONE EXTENSION, and EMAIL. The 'Address' section includes fields for COUNTRY/TERRITORY (United States), ADDRESS LINE 1 (2500 Westfield Drive), ADDRESS LINE 2, ADDRESS LINE 3, ZIP CODE (60124), STATE OR PROVINCE (Illinois), and CITY (ELGIN). There is a checkbox for 'This is a residential address' and a 'NEXT' button. The right column contains a note about providing sender and recipient addresses, a 'Ship from' section with details for Laura Beth Montague at Brown University, and a list of service options including Deliver to, Package details, Service, Service options, Pickup/drop-off, and Notifications. At the bottom, it lists accepted payment methods (VISA, Mastercard, American Express) and a link to create an account or log in.

Deliver to
Who is receiving the shipment?

Contact details

CONTACT NAME *
USCIS

COMPANY
ATTN PREMIUM CAPEXEMPT H-1B (4204)

TAX ID/EORI NUMBER

PHONE NUMBER *
4018632427

PHONE EXTENSION

EMAIL

Address

COUNTRY/TERRITORY *
United States

ADDRESS LINE 1 *
2500 Westfield Drive

ADDRESS LINE 2

ADDRESS LINE 3

ZIP CODE *
60124

STATE OR PROVINCE *
Illinois

CITY *
ELGIN

☐ This is a residential address

NEXT

Please provide the sender and recipient addresses, package details, and select a service to see the estimated delivery date and total costs.

Ship from [EDIT](#)
Laura Beth Montague
Brown University
69 Brown Street, Box 1906
Providence, 02912, RI, United States

Deliver to

Package details

Service

Service options

Pickup/drop-off

Notifications

Accepted payment methods
VISA Mastercard American Express

If you're looking to Bill to an Account, please [create an account](#) or [log in](#)

- [Shipping](#)
[Tracking](#)
[Design & Print](#)
[Locations](#)
[Support](#)
[Sign Up or Log In](#)

← PREVIOUS STEP

Service

Select a service based on delivery date and time

SHIP DATE *
Monday, June 16, 2025

Delivered by Tuesday, June 17, 2025

<input type="radio"/>	8:30 AM FedEx First Overnight®	\$126.35
<input type="radio"/>	10:30 AM FedEx Priority Overnight®	\$72.35
<input checked="" type="radio"/>	5:00 PM FedEx Standard Overnight®	\$41.05

Delivered by Wednesday, June 18, 2025

<input type="radio"/>	10:30 AM FedEx 2Day® AM	\$47.60
<input type="radio"/>	5:00 PM FedEx 2Day®	\$10.00

Delivered by Thursday, June 19, 2025

<input type="radio"/>	5:00 PM FedEx Express Saver®	\$10.00
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* Your final rate is determined by the actual weight and dimensions of your shipment, as measured by FedEx.

UPDATE

CANCEL

Expected delivery:
Tuesday, June 17, 2025 by 5:00PM

Estimated total cost **\$41.05**
[View breakdown](#)

Ship from [EDIT](#)

Laura Beth Montague
Brown University
69 Brown Street, Box 1906
Providence, 02912, RI, United States

Deliver to [EDIT](#)

USCIS
ATTN PREMIUM CAPEXEMPT H-1B (4204)
2500 Westfield Drive
Elgin, 60124, IL, United States

Package details [EDIT](#)

Packaging	FedEx One Rate® FedEx Envelope
Packages	1

Service

Ship date	Monday, June 16, 2025
Service	Standard Overnight

☒ Service options

☒ Pickup/drop-off

☒ Notifications

Accepted payment methods

If you're looking to Bill to an Account, please [create an account](#) or [log in](#)

**Pricing is variable*

6. **No** signature should be required and we do **not** want it to be held at a FedEx location. Both would delay delivery and potentially cause issues resulting in a returned package.

Shipping

Tracking

Design & Print

Locations

Support

Sign Up or Log In

← PREVIOUS STEP

Service options

Select service and delivery options

Signature options

Hold at location

NEXT

Expected delivery:
Tuesday, June 17, 2025 by 5:00PM

Estimated total cost **\$41.05**
[View breakdown](#)

● Ship from [EDIT](#)

Laura Beth Montague
Brown University
69 Brown Street, Box 1906
Providence, 02912, RI, United States

● Deliver to [EDIT](#)

USCIS
ATTN PREMIUM CAPEXEMPT H-1B
(4204)
2500 Westfield Drive
Elgin, 60124, IL, United States

● Package details [EDIT](#)

Packaging

FedEx One Rate®
FedEx Envelope

Packages 1

● Service [EDIT](#)

Ship date

Monday, June 16, 2025

Service

Standard Overnight

⊙ Service options

⊙ Pickup/drop-off

⊙ Notifications

Accepted payment methods

VISA

AM
EX

If you're looking to 'Bill to an Account', please
[create an account](#) or [log in](#)


7. If given the option, please select Drop Off for shipment. OISSS will drop the package off in the Brown mailroom where it will be collected by a FedEx driver.

← PREVIOUS STEP

Pickup/drop-off

Choose a pickup or drop-off option

☒



I'll drop off my shipment at a FedEx location

FIND A LOCATION

NEXT

Expected delivery:
Tuesday, June 17, 2025 by 5:00PM

Estimated total cost

\$41.05

[View breakdown](#)

Ship from

EDIT

Laura Beth Montague
Brown University
69 Brown Street, Box 1906
Providence, 02912, RI, United States

Deliver to

EDIT

USCIS
ATTN PREMIUM CAPEXEMPT H-1B
(4204)
2500 Westfield Drive
Elgin, 60124, IL, United States

Package details

EDIT

Packaging

FedEx One Rate®
FedEx Envelope

Packages

1

Service

EDIT

Ship date

Monday, June 16, 2025

Service

Standard Overnight

Service options


EDIT


☒ Pickup/drop-off

☐ Notifications

Accepted payment methods

VISA





If you're looking to 'Bill to an Account', please [create an account](#) or [log in](#)

8. Laura Beth does not wish to get notifications regarding each shipment. All parties can easily monitor the status of the shipment via the FedEx website using the tracking number generated at checkout.

← PREVIOUS STEP

Notifications

Add Shipment notifications

Add shipment notifications

CHECKOUT

Expected delivery:
Tuesday, June 17, 2025 by 5:00PM

Estimated total cost

\$41.05

[View breakdown](#)

✓ Ship from

[EDIT](#)

Laura Beth Montague
Brown University
69 Brown Street, Box 1906
Providence, 02912, RI, United States

✓ Deliver to

[EDIT](#)

USCIS
ATTN PREMIUM CAPEXEMPT H-1B
(4204)
2500 Westfield Drive
Elgin, 60124, IL, United States

✓ Package details

[EDIT](#)

Packaging

FedEx One Rate®
FedEx Envelope

Packages

1

✓ Service

[EDIT](#)

Ship date

Monday, June 16, 2025

Service

Standard Overnight

✓ Service options

[EDIT](#)

✓ Pickup/drop-off

[EDIT](#)

I'll drop off my shipm...


🔔 Notifications


Email

-

Accepted payment methods

VISA





If you're looking to 'Bill to an Account', please
[create an account](#) or [log in](#)