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 Montagueb. Company Name: Brown University

c. Phone: 401-863-2427

d. Email: laura_beth_montague@brown.edu

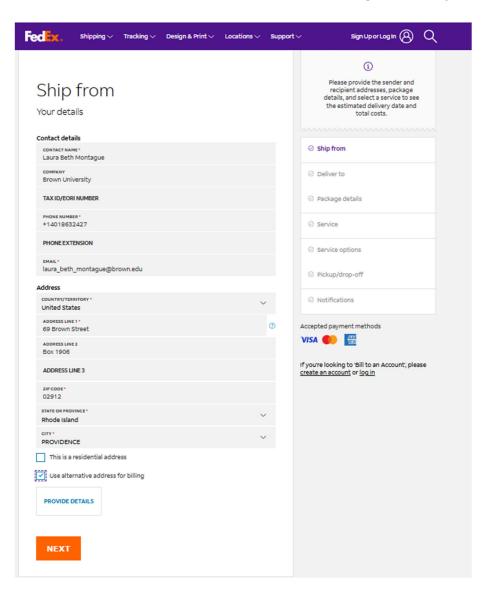
e. Address Line 1: **69 Brown Street**

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.



- 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.

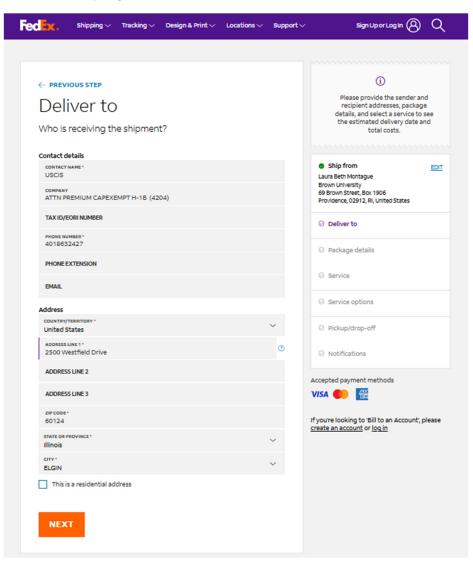
i. Contact Name: USCIS

ii. Company Name: "ATTN: PREMIUM CAP EXEMPT I-129 H-1B (4204)" or "ATTN: CAP EXEMPT I-129 H-1B (4016)"

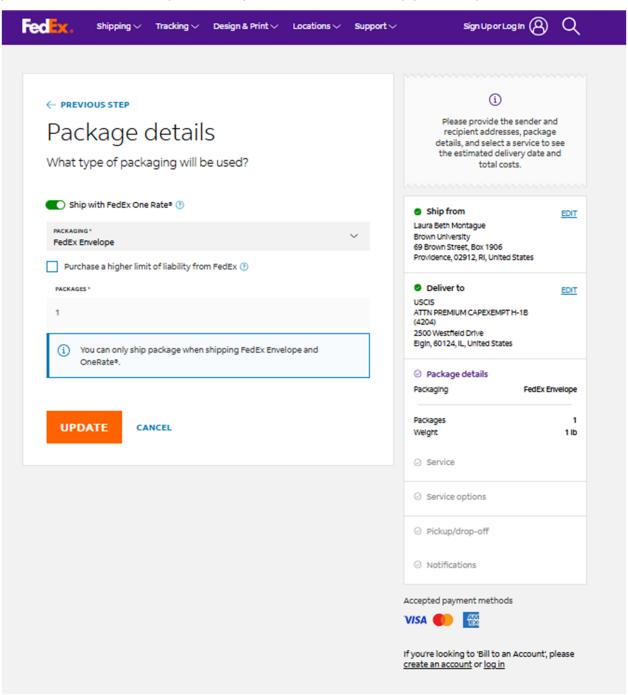
iii. Phone: 401-863-2427

iv. Address Line 1: 2500 Westfield Drive

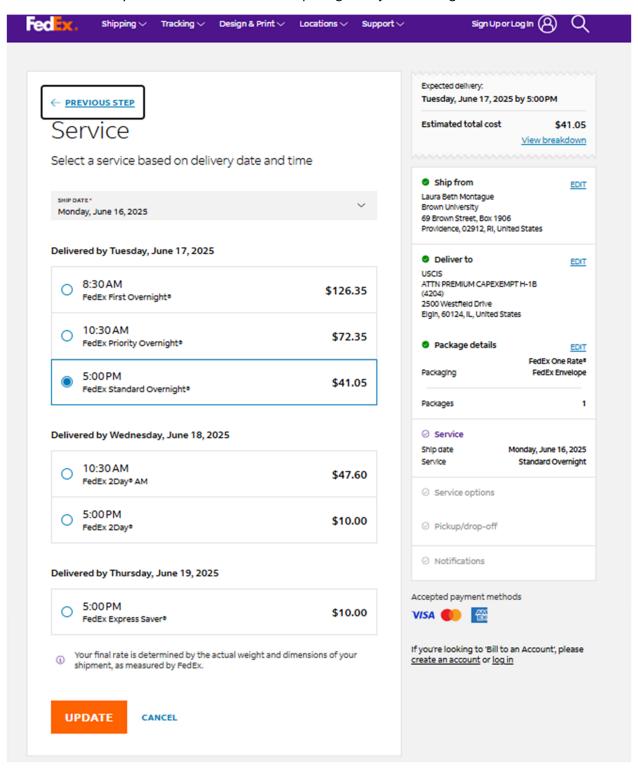
v. ZIP: **60124** vi. State: **IL** vii. City: **Elgin**



3. Packaging details: Please select 'Ship with FedEx One Rate' as the weight of an H-1B petition can range from 1-2 pounds. OISSS has FedEx Express envelopes that will be used to ship your H-1B petition.

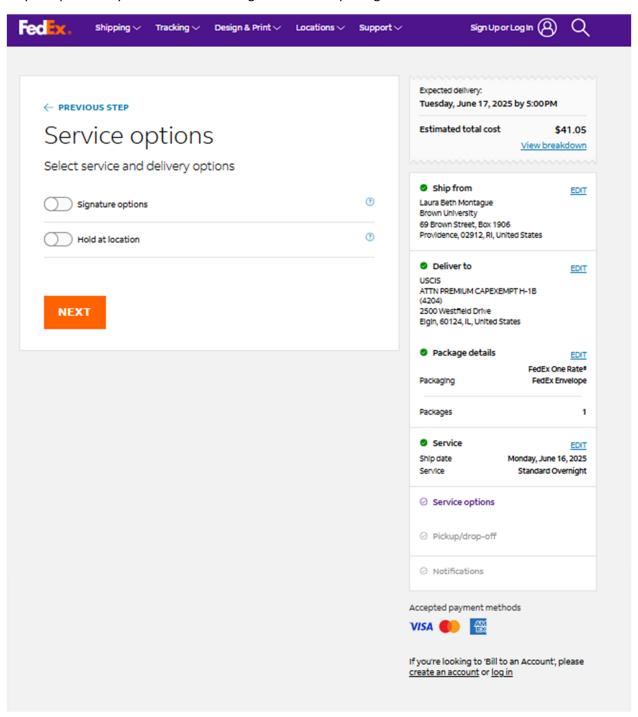


- 4. The Estimated Ship Date can be any date within 1-2 months in the future. It's ok if it's not accurate.
- 5. FedEx Standard Overnight delivery is sufficient, but if you wish that it be delivered even faster, feel free to select an earlier delivery. Please note that the below pricing is subject to change.

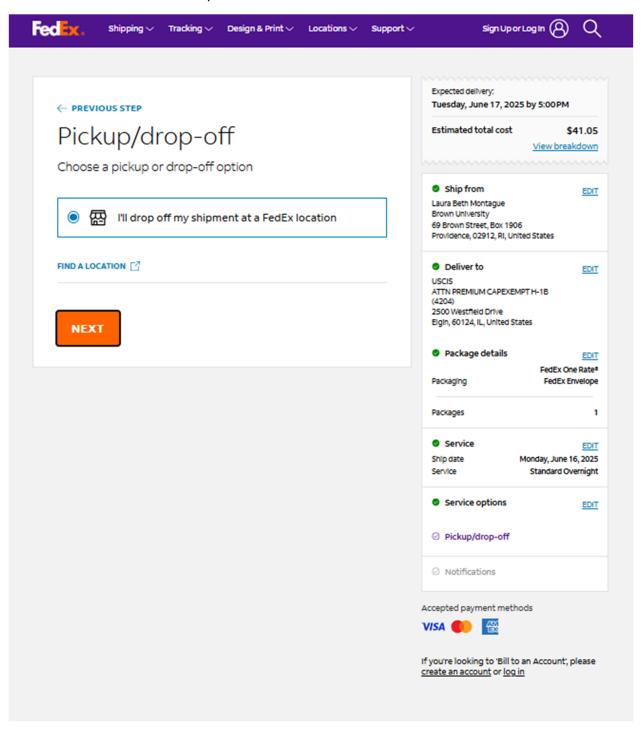


^{*}Pricing is variable

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.



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.



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.

