

H-1B Label Instructions for UPS 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. Company Name: **Brown University**
 - b. Contact Name: **Laura Beth Montague**
 - c. Email: laura_beth_montague@brown.edu
 - d. Phone: **401-863-2427**
 - e. Street Address: **69 Brown Street**
 - f. Apartment, Suite, Unit, Building, Floor, Etc.: **Box 1906**
 - g. City: **Providence**
 - h. State: **RI**
 - i. ZIP: **02912**



Shipping Details

Service Selection

Additional Details

Payment

Confirmation

Ship From

Country or Territory

United States

Full Name or Company Name*

Brown University

Contact Name

Laura Beth Montague

Email*

laura_beth_montague@brown.edu

Phone

+1 401 863 2427

☐ Send me an email whenever my package status changes

Street Address*

69 Brown St

Apartment, Suite, Unit, Building, Floor, Etc.

Box 1906

City*

Providence

State*

Rhode Island

ZIP Code*

02912

2. Please enter the **Ship To** address as in the screenshot below. Be sure to use the correct U.S. Citizen and Immigration Service (USCIS) '**contact name**'.

- a. If you are submitting the request using **Premium Processing***, please be sure to note this in the "Contact Name" 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 "Contact Name" 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. Company Name: **USCIS**
- ii. Contact Name: "**ATTN: PREMIUM CAP EXEMPT I-129 H-1B (4204)**" or "**ATTN: CAP EXEMPT I-129 H-1B (4016)**"
- iii. Laura Beth does not wish to get notifications regarding each shipment. All parties can easily monitor the status of the shipment via the UPS website using the tracking number generated at checkout.
- iv. Address Line 1: **2500 Westfield Drive**
- v. City: **Elgin**
- vi. State: **IL**
- vii. ZIP: **60124**

Ship To

Country or Territory
United States

Full Name or Company Name*
USCIS

Contact Name
Attn: CAP EXEMPT I-129 H-1B (4016)

Email

Phone

☐ Send shipping notifications to this email

Street Address*
2500 Westfield Dr

[+ Add apartment, suite, unit, building, floor, etc.](#)

City*
Elgin

State*
Illinois

ZIP Code*
60124-7836

☐ This is a residential address


3. For the Packaging, please select **UPS Packaging** and “**UPS Letter**”. OISSS has UPS envelopes that will be used for your H-1B petition.
- a. The weight is usually between 1-2 pounds, so we recommend entering **1.5** pounds for the weight of the package.

Packaging


Standard**UPS Packaging**

UPS provides packaging for Air shipments. If you don't already have UPS Express packaging, you'll need to select another packaging type.


☒ **UPS Letter**




☐ **UPS Express Box (Small)**
13 x 11 x 2 In




☐ **UPS Tube**
38 x 6 x 6 In




☐ **UPS Pak**
17 x 13 x 1 In



☐ **UPS Express Box (Medium)**
16 x 11 x 3 In




☐ **UPS Express Box (Large)**
18 x 13 x 3 In



Weight
1.5 lbs

Select a Service >

- 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 UPS driver.
- The Estimated Drop Off Date can be any date within 1-2 months in the future. It's ok if it's not accurate.
- UPS Next Day Air Saver 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.


Log In >

Shipping Details

Service Selection

Additional Details

Payment

Confirmation

Pickup or Drop-off


☒ I'm going to drop it off. Free

☐ I need to schedule a pickup. \$14.75
Don't worry about coming to us. We'll send a driver to your address.

Drop your package off at any approved UPS shipping location. If you aren't able to print and attach your label, you'll need to drop it off at a staffed location.

Estimated Drop Off Date*

June 16, 2025

Closest Dropoff Location: [11 S. ANGELL ST. PROVIDENCE, RI 02906](#) 

Store Hours: 08:30 AM to 06:30 PM

[Find Another Location](#)

When do you want it to get there?


Select a delivery date and time below.


Fastest


Lowest Cost

Tue, Jun 17


Wed, Jun 18

☐ By 8:00 AM  FASTEST \$141.66
UPS Next Day Air Early

☐ By 10:30 AM  \$106.26
UPS Next Day Air

☒ End of Day  RECOMMENDED \$96.47
UPS Next Day Air Saver

Note: Delivery dates and times above are based on an estimated ship date of June 16, 2025.

 this icon indicates the delivery dates and times shown for that service are Guaranteed. Terms, conditions and exclusions apply. Services without this icon are estimated delivery dates and times only. See [Guarantees and Notices](#) for more information.

Total Charges

\$96.47

UPS Next Day Air Saver

\$81.75

Fuel Surcharge

\$14.72

Rate includes a Fuel Surcharge, but excludes taxes, duties and other charges that may apply to the shipment.

Promo Code

Apply

Shipper Details

Brown University
Laura Beth Montague
laura_beth_montague@brown.edu
+1 401 863 2427
69 Brown St
Box 1906
Providence, RI, 02912

Receiver Details

USCIS
Attn: CAP EXEMPT I-129 H-1B (4016)
2500 Westfield Dr
Elgin, IL, 60124

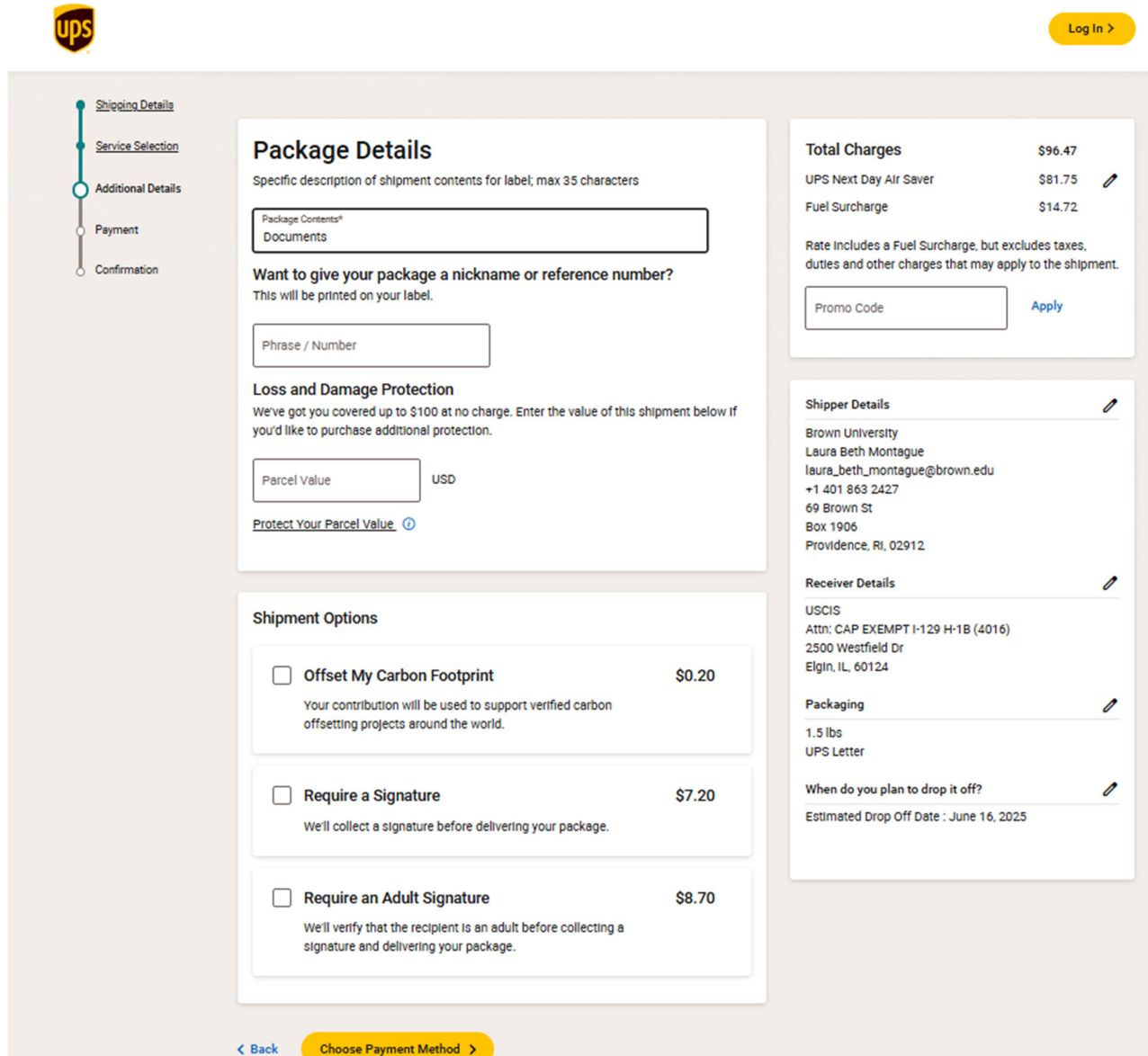
Packaging

1.5 lbs
UPS Letter

< Back
Complete Additional Details >

*Pricing is variable.

7. The only additional information to enter under Package Details is the Package Contents, which are “Documents”.



The image shows a screenshot of the UPS shipping label creation interface. At the top left is the UPS logo, and at the top right is a "Log In >" button. On the left side, there is a vertical progress bar with five steps: "Shipping Details" (selected), "Service Selection", "Additional Details", "Payment", and "Confirmation". The main content area is divided into several sections:

- Package Details:** A section with a heading "Package Details" and a subtext "Specific description of shipment contents for label; max 35 characters". Below this is a text input field labeled "Package Contents*" containing the word "Documents". Below the input field is a question "Want to give your package a nickname or reference number?" with a subtext "This will be printed on your label." and a text input field labeled "Phrase / Number".
- Loss and Damage Protection:** A section with a heading "Loss and Damage Protection" and a subtext "We've got you covered up to \$100 at no charge. Enter the value of this shipment below if you'd like to purchase additional protection." Below this is a text input field labeled "Parcel Value" followed by "USD". Below the input field is a link "Protect Your Parcel Value." with an information icon.
- Shipment Options:** A section with a heading "Shipment Options" containing three options, each with a checkbox, a description, and a price:
 - ☐ **Offset My Carbon Footprint** \$0.20
Your contribution will be used to support verified carbon offsetting projects around the world.
 - ☐ **Require a Signature** \$7.20
We'll collect a signature before delivering your package.
 - ☐ **Require an Adult Signature** \$8.70
We'll verify that the recipient is an adult before collecting a signature and delivering your package.
- Total Charges:** A section with a heading "Total Charges" and a subtext "Rate includes a Fuel Surcharge, but excludes taxes, duties and other charges that may apply to the shipment." Below this is a table with two columns: "Total Charges" and "Amount". The table has two rows:

Total Charges	Amount
UPS Next Day Air Saver	\$81.75
Fuel Surcharge	\$14.72

Below the table is a text input field labeled "Promo Code" and a link "Apply".
- Shipper Details:** A section with a heading "Shipper Details" and a subtext "Brown University". Below this is a text input field labeled "Shipper Details" containing the following information:

Brown University
Laura Beth Montague
laura_beth_montague@brown.edu
+1 401 863 2427
69 Brown St
Box 1906
Providence, RI, 02912
- Receiver Details:** A section with a heading "Receiver Details" and a subtext "USCIS". Below this is a text input field labeled "Receiver Details" containing the following information:

USCIS
Attn: CAP EXEMPT I-129 H-1B (4016)
2500 Westfield Dr
Elgin, IL, 60124
- Packaging:** A section with a heading "Packaging" and a subtext "1.5 lbs". Below this is a text input field labeled "Packaging" containing the text "UPS Letter".
- When do you plan to drop it off?:** A section with a heading "When do you plan to drop it off?" and a subtext "Estimated Drop Off Date : June 16, 2025". Below this is a text input field labeled "When do you plan to drop it off?" containing the text "Estimated Drop Off Date : June 16, 2025".

At the bottom of the page, there are two buttons: "< Back" and "Choose Payment Method >".

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