



University at Buffalo  
The State University of New York

Office of International Education  
Immigration Services

## SPECIAL HANDLING CERTIFICATION AND FEE AGREEMENT

*(Please Complete and Submit to Immigration Services, 1Capen)*

**The service fee for Special Handling will be billed in four phases.  
Departments MUST pay for Phases 1 - Phase 3, Phase 4 paid by either Department or Beneficiary.**

### PHASE 2:

#### ► DEPARTMENTAL CERTIFICATION:

*I HEREBY CERTIFY THAT I SUPPORT THE FILING OF A SPECIAL HANDLING IMMIGRANT PETITION BY UB IMMIGRATION SERVICES ON BEHALF OF THE INTERNATIONAL EMPLOYEE NAMED BELOW.*

**THE DEPARTMENT WILL PAY THE OFFICE OF INTERNATIONAL EDUCATION SERVICE FEE FOR THE LABOR CERTIFICATION (ETA 9098) WORK OF \$1,680** I ALSO UNDERSTAND THAT IF USCIS SHOULD ISSUE A REQUEST FOR FURTHER EVIDENCE (RFE) AN ADDITIONAL FEE OF \$135 PER HOUR WILL BE APPLIED.

International Employee: \_\_\_\_\_

Department: \_\_\_\_\_

Departmental Address: \_\_\_\_\_

Department Phone number: \_\_\_\_\_

Chair's name: \_\_\_\_\_

Chair's Signature: \_\_\_\_\_ Date \_\_\_\_\_