

## MEMORANDUM

To: Vice Presidents, Vice Provosts, and Deans  
From: Nojin Kwak, Vice Provost for International Education  
Date: 11 February 2026  
Subject: Guidance for UB Faculty and Staff regarding Encounters with Federal Immigration Agents

In support of UB faculty and staff who have shared concerns about immigration enforcement actions by agents of US Immigration and Customs Enforcement (ICE) and US Customs and Border Protection (CBP), my office has **updated guidance** to help faculty and staff prepare for a potential encounter with a federal immigration agent. While such an encounter is unlikely in most cases, the guidance is intended to provide some reassurance and reduce anxiety. The Office of International Education continues to monitor immigration policy developments as they pertain to our employees and will provide updates as needed.

It is important to remind the campus community of the resources available to foreign national faculty and staff through UB Immigration Services (UBIS). Since each employee's situation is unique, UBIS requests that questions be addressed at the earliest opportunity in a private one-on-one Zoom meeting with Oscar Budde, Esq., Associate Vice Provost and Director of UBIS. Meetings may be scheduled by [emailing UBIS](#).

Please share this update with your chairs, faculty, and staff, as appropriate.

### Office of International Education

411 Capen Hall, Buffalo, NY 14260-1604 USA  
716.645.2368 (F) 716.645.2528  
vpinted@buffalo.edu

[www.buffalo.edu/internationaleducation](http://www.buffalo.edu/internationaleducation)

**GUIDANCE FOR UB FACULTY AND STAFF REGARDING  
ENCOUNTERS WITH US IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE)  
AND US CUSTOMS AND BORDER PROTECTION (CBP)**

The University at Buffalo deeply values and supports our international faculty, researchers, post-doctoral scholars and staff. UB's international faculty and staff strengthen and enrich our scholarly community with their expertise and global perspectives.

**1. How do I prepare for a potential encounter with ICE/CBP?**

- a. The U.S. Government places the burden of establishing that you are in valid immigration status solely on the individual who holds that status. Ensure that you have the relevant documents to verify your legal immigration status ready in advance in both hard copy and electronic form and carry them on your person (See chart, p. 2, to identify the documents relevant to the most common statuses held at UB).
- b. For answers to questions you may have relating to this guidance or for other statuses, please contact UB Immigration Services at [immgsvc@buffalo.edu](mailto:immgsvc@buffalo.edu) or 716-645-2355 (Option 2) between 9:00am and 4:30pm, M-F.
- c. If you would like to consult with a private immigration attorney, the American Immigration Lawyers Association (AILA) provides an attorney search function at: <https://www.aialawyer.com/>

**2. What should I do if federal agents (e.g., ICE and CBP) arrive on campus (at my office, my department, or my classroom)?**

- a. Ask the agents for their names and identification, such as a badge number, and offer the agents a place to wait.
- b. Call **University Police (UPD) (24/7): 716-645-2222** to report the presence of the agents, and UPD will handle further interactions with the agents
- c. UPD will contact the UB Office of Campus Counsel, and please defer to Campus Counsel regarding any discussion of the issue at hand.

**3. What do I do if I am detained by ICE/CBP?**

- a. Contact your private immigration attorney. If you have not retained private immigration counsel or if they are not available, please call, or have your family member/representative call **University Police (UPD) (24/7): 716-645-2222**.

- b. University Police (UPD) will contact UB Immigration Services. UBIS cannot represent you but can assist you in contacting private immigration counsel and facilitating campus support.
- c. UBIS and UPD will alert relevant parties, including Campus Counsel and your home department.

UB Immigration Services provides a comprehensive array of resources to guide and support our international faculty, researchers, post-doctoral scholars and staff. Please contact [UB's Immigration Services](#) for additional information and/or consultation.

### DOCUMENTS TO CARRY BY IMMIGRATION STATUS

The following constitutes general guidance on documents evidencing particular statuses. The list is not exhaustive and does not constitute legal advice. Consultation with private immigration counsel is strongly recommended. Hardcopy and electronic evidence of all current and valid status documentation to carry on your person, which may include more than one of the following:

Document Options	Status	Needed Documents
1. Passport	H-1B	1 - 5
2. Visa stamp	F-1	1 - 3, 6 (plus 7 if on OPT)
3. Most recent I-94	J-1	1 - 3, 8
4. Copy of current I-797 Approval Notice	O-1	1 - 5
5. Copy of I-797 Receipt Notice, if awaiting approval of petition or application	TN	1, 3 (plus, 2, 4, 5 if consular processed)
6. I-20	LPR	1,9 (4 or 5 in lieu of 9 when awaiting receipt of actual Green Card)
7. Employment Authorization Document (EAD)	U.S. Citizen (naturalized or born to a U.S. parent overseas)	1, 10, 11 or 12
8. DS-2019		
9. Green Card (Form I-551)		
10. U.S. Passport Card		
11. Naturalization Certificate		
12. Certificate of Citizenship		