



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. The total cost for the Special Handling petition is \$5,400

PHASE 1:

► 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 INITIL PREP WORK OF \$2,140.** I ALSO UNDERSTAND THAT IF USCIS SHOULD ISSUE A REQUEST FOR FURTHER EVIDENCE (RFE) AN ADDITIONAL FEE OF \$100 PER HOUR WILL BE APPLIED.*

International Employee:

Department:

Departmental Address:

Department Phone number:

Chair's name:

Chair's Signature:

Date