



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 the 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 4:

► DEPARTMENTAL CERTIFICATION:

I SUPPORT THE FILING OF A SPECIAL HANDLING PERMANENT RESIDENCY CASE BY UB IMMIGRATION SERVICES ON BEHALF OF THE INTERNATIONAL EMPLOYEE NAMED BELOW.

I ALSO UNDERSTAND THAT IF USCIS SHOULD ISSUE A REQUEST FOR FURTHER EVIDENCE (RFE) AN ADDITIONAL FEE PER HOUR WILL BE APPLIED. (see below)

International Employee: _____

Department: _____

Departmental Address: _____

Department Phone number: _____

Chair's name: _____

Chair's Signature: _____ Date _____

► Adjustment of Status for Special Handling:

The service fee of will be paid by:

IDI (Department) Rates: Phase 4: \$1,300, Hourly Rate 135/hr

Credit Card (Beneficiary) Rates^: Phase 4: \$1,495, Hourly Rate: \$157/hr

Name: _____

Address: _____

Signature: _____ Date _____

^Credit Card Rates include university transaction processing fees.