Office of International Students and Scholars

Agreement for Case Assignment to Outside Immigration Counsel

Instructions: All sections must be fully completed; all signatures must be included or attached. Forward to IntlSchl@Purdue.edu when complete (not before). Name and Email of Surname (Last) Given (First/Middle) Email: **Employee being Sponsored Hiring Manager** Surname (Last) Given (First) **Email Hiring Unit** College Requested Service ☐ EB-1B Outstanding Professor / Researcher (permanent residence) □ EB-2 National Interest Waiver (permanent residence) ☐ O-1 Extraordinary Ability (work visa) **Fees and Costs** 5 Legal Services Fees for Petition Preparation and Submission [insert from emailed assessment] Note: the law firm reserves the right to charge additional fees to prepare a response to a request for evidence, if issued by USCIS Administrative, Shipping and Other Costs ~335 Government Base Filing Fee C. Government Premium Processing Fee -- Does the department approve the government's \$2,500 expedited (premium processing) fee? \$ d. ☐ Yes the department approves premium processing (Note – premium processing adds risk. The law firm and the Director, International Scholar Services, must approve the case for premium processing, once the paperwork is fully prepared, before such expedited processing will be permitted) □ No the department does not approve premium processing (If the employee wants to pay for premium processing themselves, then the issue may be raised with the law firm once the petition is fully prepared. The law firm and the Director, International Scholar Services, must approve the case for premium processing, once the paperwork is fully prepared, before such expedited processing will be permitted) ☐ This decision will not be made until the petition is ready to file Who will be responsible for the above-listed fees and costs? a. \Box 100% the Department (as detailed below), or ☐ 100% the employee and ☐ The department and employee will share the costs and fees as explained below: ☐ the approval of the Director of International Scholar __% of the legal services fees and _____% of the govt filing fees Services is attached ➤ The Dept will pay: _ > The employee will pay the remainder b. Payment Account Information: Payment Information not required if the Employee is WBSF: solely and entirely responsible Order: Below, 'Beneficiary' refers to the international employee. 'Department' refers to the Purdue unit employing the international employee, and sponsoring them for permanent residence. Each person must initial below (in their column) to confirm your understanding and acceptance of each individual element of this immigration service, and then sign at the bottom to confirm acceptance of the case assignment as described here. For the Department, the signatory must be the hiring manager or a designee specifically authorized to commit the department to this case assignment to Purdue's outside law firm. Agreement Employee Dept Fees: The outside law firm will invoice the party identified above for the legal services and government filing fees. There may be additional legal fees if: (1) The Department or Beneficiary chooses to request premium processing, or (2) USCIS issues a Request for Further Evidence (RFE); if this occurs, legal counsel will contact us concerning the RFE and let us know the extent of work needed and the cost associated with that work Fees are non-refundable: Once the case is started the identified party will be billed. **Process:** The preparation and filing of the requested immigration process involves the following: 1. Case assignment / 2. Provision of 3. Preparation by the 4. Development of the request for documents documents and law firm and Beneficiary cover letter / legal and information from the information by the argument by the law firm of support materials law firm Beneficiary V 5. Final collation of the 6. Review of the collated petition by the law firm, 8. Adjudication by petition and supporting 7. Filing with USCIS including second review evidence by the **USCIS** by another attorney Beneficiary within the firm Chance of Success: Purdue's immigration legal counsel will work with the Beneficiary to put together the best application possible. As with any legal matter, there is no guarantee of success; ultimately it is the sole discretion of the USCIS to determine if the filing meets the legal threshold required. Beneficiary Involvement is Essential for Success: The preparation of the petition requires significant input from the Beneficiary. Without the Beneficiary's active involvement, the lawyers cannot progress the case. The Beneficiary must diligently respond to the law firm's requests within reasonable timeframes, and the Department must support the Beneficiary in this. The investment of time by the Beneficiary might, depending on circumstances, range from a total of 20 to 50 hours. While it is understood that the Beneficiary has important responsibilities within the Department that must be fulfilled, the timely advancement of the requested immigration process also is important. The ability of the law firm to prepare the best possible case for the Beneficiary is impaired if there is significant delay during the preparation. The demands placed on the Beneficiary by his/her work at Purdue must be balanced with the demands of this case. Unreasonable Delay: Remaining in any given "stage" of the requested immigration process (as described above) for more than 9 months constitutes an unreasonable delay. ISS may terminate the case with the outside immigration law firm if: (1) there are two separate instances of "unreasonable delay" (as defined above) by the Beneficiary, or (2) the overall level of responsiveness by the Beneficiary results in the preparation of the case exceeding 2 years. ISS would discuss the situation with the Department prior to taking any action. Extenuating circumstances will be considered. Assignment of the Case: By submitting this intake form, you agree to the case assignment as explained above. ISS will assign the case once this intake form and other requested documents (if any) are received. The employee and hiring manager each will receive a copy of the assignment email. Business Office Agreement Signature Title **Email Dept Representative Agreement Print Name** Date Signature Title **Employee Agreement Print Name** Date Signature Title