



MEMORANDUM

TO: Office of International Students and Scholars

FROM: _____
Name & signature of Department Chair Date

Name & signature of College/Division Dean Date

RE: **Statement of Responsibility for Legal Costs and Intent to Petition for the O-1 CATEGORY**

This memo serves to confirm that we have a full-time employment opportunity to offer the individual named below.

We understand the cost of obtaining outside legal counsel to review and file the O-1 petition is **\$2,200 for attorney fees and a \$325 filing fee a total cost of \$2,525**. We also understand that the U.S. Citizenship and Immigration Services (USCIS) can process the O-1 petition within a 15-calendar day period through their premium processing service, once the O-1 petition is filed with USCIS. We understand this is an additional cost of **\$1,225 plus additional attorney fees should we decide to take advantage of this option**. Otherwise we are aware that it takes between 90-300 days to receive a decision.

We here request that the office of General Counsel identify a qualified immigration attorney to pursue an O-1 status on behalf of:

Name of Employee:

Position Title:

Sponsoring Department:

Sponsoring Department Chairperson:

We further request that the Office of the General Counsel bill our charges for this case to University Account # _____. We understand that the Office of International Students and Scholars will coordinate efforts by the hiring department, the sponsored employee, and the attorney. We have retained a copy of this memo for our records. We also understand that we are responsible for attorney fees should we decide to discontinue the O-1 process or if circumstances beyond our control arise during the process that precludes the prospective employee from obtaining O-1 status.