International Student Fee Exemption Request Form

All matriculated international students at the University at Buffalo are required to pay a fee of $100 each semester they are enrolled at UB. Only specific groups of students are exempt from paying the fee. This form should be used by students who believe they were charged the fee in error and who can prove that they should be exempt from the fee.

If you believe you were charged the fee in error, please complete all sections of this form and include documentation proving that you meet the exemption requirements. Submit this form to the Office of International Student & Scholar Services, University at Buffalo, 210 Talbert Hall, Buffalo, NY 14260 no later than 5:00 p.m. on Friday of the fourth week of classes. You may also fax this form to (716) 645-6197.

Family Name: ________________________________________________________________
Given/First Name: _____________________________________________________________
UB Person Number: ____________________________________________________________
Phone Number: ________________________________________________________________
Preferred Email Address: _______________________________________________________

Please indicate the exemption which applies to you and attach all related documentation:

☐ I am a non-matriculated student.
☐ I am a student in the non-credit Intensive English Program of UB’s English Language Institute.
☐ I am an exchange student from one of UB’s institutional partners overseas.
☐ I am currently authorized by the University to spend my entire semester outside the U.S.
☐ I am an employee of the University at Buffalo and on a visa obtained through UB’s Office of Immigration Services.
☐ I dropped all of my classes by the published liability deadline for University fees.
My visa status is currently reflected in the University system as follows: (Note: You must attach proof of your current immigration status):

- U.S. Permanent Resident
- Refugee
- Temporary Protected Status
- Adjustment of Status applicant (I-485 receipt notice required)
- Undocumented Alien

I, ____________________________ certify that the information above is true and accurate.

________________________________________
Applicant’s Signature

_____________________________________
Date

Once received, this form and all supporting documentation will be reviewed. You will be notified by email if you qualify for an exemption. All decisions are final.