

**INTERNATIONAL SERVICES
GLOBAL EDUCATION CENTER**

Effective October 27, 2008, the U.S. Department of Homeland Security's Federal SEVIS I-901 Fee will increase to:

- \$200 for F-1 and M-1 students
- \$180 for J-1 students

This is generally a one-time fee (see exceptions, below) and is required of those who are applying for an F-1, J-1 or M-1 visa based on an I-20 issued for "initial attendance" or a DS-2019 issued to "begin a new program." Proof of fee payment must be presented at the visa interview.

WHO HAS TO PAY THE SEVIS I-901 FEE

- You must pay the SEVIS fee if you are seeking an *initial F-1 or J-1 visa* from an embassy or consulate abroad for initial attendance or initial participation in an exchange visitor program.
- You must pay the SEVIS fee if *you have previously been enrolled at a U.S. school*, but you are no longer enrolled and you have been outside the United States for more than five months, *even if you have an unexpired F-1 visa in your passport*.
- You must pay the SEVIS Fee if you are a *Canadian citizen*, and are therefore exempt from the U.S. visa requirement, before you can enter the United States.
- You must pay the SEVIS fee if you are already in the United States prior to submitting a *change of non-immigrant status application to F-1 or J-1*.
- You do **NOT** need to pay the SEVIS fee if *item 3 on your Montclair State I-20 reads "transfer pending from <name of school>"*, even if you will be applying for a new F-1 visa.
- Applicants for *F-2 or J-2 dependent visas* are **NOT** required to pay the SEVIS fee.

SEVIS FEE RULES

The SEVIS fee must be processed *at least three business days* before the visa Interview, **unless** you have a printed receipt from an Internet payment. The SEVIS fee **cannot** be paid at the embassy or consulate, or at the U.S. Border.

A visa will not be issued unless the visa officer can verify that the SEVIS fee payment has been made. However, you may schedule your visa interview before paying the SEVIS fee.

The SEVIS fee is not refundable. If your visa application is denied, and you decide to re-apply for the same type of visa at a later date, you will not be asked to make a second SEVIS fee payment as long as your visa application is made within 12 months of the initial denial.

HOW TO PAY THE SEVIS FEE

Currently, there are three payment methods:

1. Payment in U.S. dollars by credit card or check card over the Internet
2. Payment in U.S. dollars by check or bank draft, drawn on a U.S. bank
3. Payment through the Western Union Quick Pay system, at a Western Union location.

Note: Payment of the SEVIS fee may be made by you or by any other individual, either in the United States or abroad, including family or friends. However, anyone paying the fee on your behalf will need to have a copy of your I-20 or DS-2019, or Form I-901 that has been correctly completed.

A special Help Desk dedicated to SEVIS fee issues is available for general questions about fee payment issues and questions about a specific Form I-901 and the status of the payment:

- The SEVIS Fee Help Desk is available Monday-Friday, 8 a.m. to 6 p.m. Central time. Phone number is 785-330-1048.

PROCEDURE FOR PAYING THE SEVIS FEE

1. Obtain form I-20 (for F-1 visa) or DS-2019 (for J-1 visa) from Montclair State University
2. Access form I-901 on the internet at <http://www.fmjfee.com> OR use the form I-901 enclosed with this packet.
3. Complete form I-901, answering all questions (you must have an I-20 or DS-2019 from Montclair State in order to complete form I-901). Be sure that you enter your personal information **exactly** as it appears on the I-20 or DS-2019
4. Pay the \$200 SEVIS fee according to one of the methods described below.

Note: To complete form I-901, you must enter

- Montclair State University School Code NEW(214F)01039000 if you have been sent an I-20 for an F-1 visa.
- Montclair State University Program Number P105419 if you have been sent a DS-2019 for a J-1 visa
- For both visas, you must also enter your SEVIS ID number, which is printed at the top right of the I-20 or DS-2019, above the bar code. It starts with the letter "N."

PAYING ON THE INTERNET

Once you have received your I-20 or DS-2019, you can make the fee payment by submitting form I-901 on-line using a credit card. The web address is <http://www.fmjfee.com>

MasterCard, Visa, or American Express debit or credit cards are accepted. It does not matter if the card was issued in the United States or overseas. Follow the on-line instructions, include the required credit card information, and print out the payment screen to verify your payment. The printed receipt should be presented at the visa interview or at the U.S. port of entry as proof of payment. ***Thus, when paying the fee on the Internet, it is essential that your printer be ready before starting the payment process. Do not exit the receipt page until you have successfully printed the receipt. You will not be able to return to the receipt page.***

PAYING BY MAIL

To pay by mail, you must download and print form I-901 from <http://www.fmjfee.com>, fill out the form and mail it with your payment to the address below.

Your payment must be in U.S. dollars by check, money order or bank draft, drawn on a U.S. bank. Your check, bank draft or money order should be made payable to: "I-901 Student/Exchange Visitor Processing Fee." Also, be sure to print your name and SEVIS ID number in the lower left-hand corner of the check, money order or bank draft.

The need for a check, bank draft or money order in U.S. dollars drawn on a U.S. bank does not mean that only a U.S. bank can issue the document. Many foreign banks are able to issue checks or money orders drawn on a U.S. bank, because they are chartered in the United States, or because they are foreign subsidiaries of a U.S. bank, or because they have arrangements with a U.S. bank to issue a check, money order, or foreign draft that is drawn on a U.S. bank. Once the form and fee are processed, a paper receipt will be mailed to you. Return courier service is available for an additional \$30.

Mail the payment and form I-901 to:
I-901 Student/Exchange Visitor Visa Processing Fee
P.O. Box 970020
St. Louis, MO 63197-0020 USA

To send by courier, Use the following address:
I-901 Student/Exchange Visitor Processing Fee
1005 Convention Plaza
St. Louis, MO 63101
United States
Phone Number: 1-314-418-8833 (United States Country Code 011)

Payment by mail is not the recommended process for fee payment, because it can take as long as four weeks from the day you mail in the fee to the day that you receive the required receipt in the mail if you are applying from outside the United States, unless you pay for courier service.

PAYING BY WESTERN UNION "QUICK PAY"

The Western Union Quick Pay service allows you to send your payment electronically, directly to the Department of Homeland Security (DHS). For detailed instructions on this payment method, visit: http://www.ice.gov/sevis/1901/wu_instr.htm

SHOWING PROOF OF SEVIS FEE PAYMENT AT VISA INTERVIEW AND/OR PORT OF ENTRY

You must be able to prove that the fee has been paid when you appear for your visa interview, and when you enter the United States. This is done by presenting a printed receipt, either from the Internet if you made an on-line payment, or a mailed receipt if you paid by mail.

Visa officers and U.S. port-of entry inspectors should be able to verify SEVIS fee payment electronically three business days after payment is processed, but in case of problems, having a printed receipt is the best evidence of fee payment. If you lose or did not receive a receipt for fee payment, the U.S. government does retain an electronic record that the fee has been paid.

A visa will not be issued unless verification of the SEVIS fee payment can be made.

For detailed information on the SEVIS I-901 fee payment, visit <http://www.ice.gov/sevis/1901/>

10/2008 – Adapted with permission from ISSS, Binghamton University