

# International Enrollment Deposit Refund Procedure

Effective January 27, 2025, the enrollment deposit for all international students is \$1,000. The international enrollment deposit is non-refundable unless:

- The student is denied a student visa, and
  - The student attempted to obtain the visa using Montclair's I-20.
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## Refund Request Process for International Graduate Students


If you are a graduate student who needs to cancel your admission and request a refund of the enrollment deposit, follow these steps:

### 1. Drop Your Classes

Ensure you drop any registered courses before proceeding with the refund request. To drop your classes, go to [NEST](#).

### 2. Request Access to the Refund Form

Email [global@montclair.edu](mailto:global@montclair.edu) with the subject line:

 "Graduate Refund Request – [Your Full Name & CWID]" to request access to the refund request form.

### 3. Complete the Refund Request Form


Follow the instructions provided after receiving access to the form.


Upload the following required documents to the form located in your admissions portal:


- SEVIS fee payment receipt (I-901)
- Visa appointment confirmation page (showing the scheduled date and time)

- Visa denial letter (issued by the U.S. embassy or consulate)

### Important Notes for Graduate Students:

 **Document Submission:** All documents must be uploaded through the portal—emailed documents will not be accepted.

 **One-Time Submission:** You must submit the form and upload all three required documents at the same time.

 **Deferral Policy:** If your deposit refund is approved, you will not be eligible to defer your admission. To be considered for a future semester, you must submit a new application.

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### Refund Request Process for International Undergraduate Students


If you are an undergraduate student who needs to cancel your admission and request a deposit refund, follow these steps:

#### 1. Drop Your Classes (Transfer Students Only)

If you are a transfer student, you must drop any registered courses before proceeding with the refund request. To drop your classes, go to [NEST](#).


#### 2. Complete the Admissions Cancellation Form

- Both **freshman and transfer** students must complete the admissions [cancellation form](#) before the add/drop deadline (typically one week after the start of classes).
- After the end of the add/drop deadline, you must contact [redhawkcentral@montclair.edu](mailto:redhawkcentral@montclair.edu) for assistance in dropping your courses.

 **Important:** Refund requests will not be reviewed until you have confirmed that you are no longer registered for classes.

### 3. Submit Your Refund Request


After confirming that you are no longer registered for classes, email [global@montclair.edu](mailto:global@montclair.edu) with the subject line:


 "Refund Request – [Your Full Name & CWID]"


Attach the following required documents to your email:

- SEVIS fee payment receipt (I-901)
  - Visa appointment confirmation page (showing the scheduled date and time)
  - Visa denial letter (issued by the U.S. embassy or consulate)
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#### **For All Students:**

 **Processing Time:** Our office will review refund requests within 7–10 business days of receipt.

 **Refund Method:** If approved, refunds will be issued via the original payment method used for the deposit.

 **Processing Duration:** Please allow up to 4 weeks for the refund to be fully processed.