

FOR THOSE WHO ARE APPLYING FOR A CHANGE OF STATUS TO F-1 OR J-1

WHAT YOU NEED TO KNOW ABOUT THE NEW FEDERAL SEVIS FEE

The U.S. Department of Homeland Security's Federal SEVIS Fee took effect on September 1, 2004. The fee of \$200.00 is generally a one-time fee (see exceptions, below) and is required of those who are applying for a change of non-immigrant status to F-1 or J-1. Proof of fee payment must be presented as part of the application.

WHO HAS TO PAY THE SEVIS FEE?

- You must pay the SEVIS fee if you are already in the United States prior to submitting a **change of non-immigrant status application**.
- Applicants for **F-2 or J-2 dependent** visas are **NOT** required to pay the SEVIS fee.

SEVIS FEE RULES

The SEVIS fee is not refundable. If your change of status application is denied, and you decide to file a motion to reopen your case, you will not be asked to make a second SEVIS fee payment.

HOW TO PAY THE SEVIS FEE?

Currently there are two payment methods:

- payment in U.S. dollars by credit card over the Internet, *OR*
- payment in U.S. dollars by check, money order or bank draft, drawn on a U.S. bank, and mailed to an address in the United States.

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 a completed copy of Form I-901.

PROCEDURE FOR PAYING THE SEVIS FEE

1. Obtain form I-20 or DS-2019 from Wayne State University.
2. Access form I-901 on the Internet at <http://www.fmjfee.com> OR use the form I-901 at <http://www.ice.gov/graphics/sevis/pdf/I-901.pdf>.
3. Complete form I-901, answering all questions (you must have an I-20 or DS-2019 from WSU 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 on the reverse side of this page.

NOTE: To complete form I-901, you must enter the WSU School Code of DET214F00372003 (for GRD), DET214F00372002 (for UG), DET214F00372001 (for ELI) if you have been sent an I-20, OR the WSU Program Number of P101002 if you have been sent a DS-2019. 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.

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)

Once the form and fee are processed, a paper receipt will be mailed to you. Return courier service is available for an additional \$30.

SHOWING PROOF OF SEVIS FEE PAYMENT

You must be able to prove that the fee has been paid when you apply for your change of non-immigrant status. Immigration officials 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.

For detailed information on the SEVIS fee payment process, and for a list of frequently asked questions, visit <http://www.ice.gov/graphics/sevis/i901/index.htm>.

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