

SEVIS FEE REQUIREMENTS FOR EXCHANGE VISITORS (J-1)

(05/31/2007)

The U.S. Department of Homeland Security (DHS) requires the collection of a one-time SEVIS fee for Exchange Visitor students and scholars. **As of October 27, 2008 the fee is \$180.00.** This fee is necessary for your visa application. The SEVIS fee is separate from and in addition to your visa application fee.

APPLYING FOR A VISA

- 1) Receive DS-2019 form from Oklahoma State University.
- 2) Complete Form I-901 and pay the SEVIS fee by credit card or mail. You cannot pay this fee at a US Embassy or Consulate.
- 3) Print SEVIS fee payment receipt from Internet *or* receive Form I-797 receipt from DHS via mail.
- 4) Complete visa application forms (DS-156, DS-157 & DS-158).
Attach SEVIS fee receipt (I-797) to visa application forms.
- 5) Schedule visa interview appointment with U.S. Embassy/Consulate.
- 6) Take all necessary and related documents to visa interview.
NOTE: If you paid the SEVIS fee at least 3 days before your visa interview, you may take your printed copy of the I-901 form to the interview. You do not have to wait to receive your official receipt (I-797).
- 7) After interview, necessary security checks, and the consular officer's approval, you receive J-1 visa in passport from U.S. Embassy/Consulate. If your visa application is denied, follow Consular Officer's instructions.
- 8) Enter the U.S. up to 30 days PRIOR to the program start date on the Form DS-2019 and no later than 30 days AFTER the program start date on the Form DS-2019. You must have your passport with J-1 visa, a stamped DS-2019, your SEVIS FEE receipt and other relevant documents with you as you pass through immigration.
- 9) Report to the International Students & Scholars (ISS) office to validate your program as soon as you arrive in Stillwater, OK. You must come to the ISS within 30 days AFTER the start date indicated on the Form DS-2019. If your arrival is delayed and you will not be able to report to the ISS office within 30 days after program start date, notify ISS immediately.

SEVIS FEE APPLICATION

You must submit Form I-901 and pay the SEVIS fee to the DHS by check through the mail or by credit card through a website. The fee can be paid by you or by a third party, inside or outside the US. Please note that paying by mail delays the process significantly. We advise you to pay by credit card over the website if at all possible.

1. Obtain a SEVIS FEE application form (Form I-901)
Download the form from www.ice.gov/sevis/901
or Fill out the form online at www.fmjfee.com.
2. Complete the SEVIS FEE application form (Form I-901) and pay SEVIS FEE
 - Write your name and date of birth **exactly as it appears** on your Form DS-2019.
 - Enter SEVIS ID Number correctly from Form DS-2019. This number appears in the top, right-hand corner of the DS-2019 form and begins with the letter 'N' (Ex. N0001113333)
 - Provide accurate address. A receipt will be mailed to you. If you have chosen expedited delivery, your address must be a street address not a post office box.
 - Print Copy of I-901Form

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PAYING THE SEVIS FEE - PAYMENT METHODS

TO PAY BY CREDIT CARD (ONLINE WEBSITE APPLICATION)

1. Fill out Form I-901 online at www.fmjfee.com. See instructions above.
2. Complete the form online and supply the necessary Visa, MasterCard, or American Express information.
3. **Make a copy of your I-901 Form. Keep it with your important immigration documents.**
4. **If paying by credit card, print a copy of the online receipt (I-797).** This receipt will be shown as proof of payment to the visa-issuing officer at the US Embassy or Consulate.

TO PAY BY MAIL

1. Prepare a check, international money order or foreign draft (drawn on US banks only*) in the amount of \$180 USD, made payable to "The Department of Homeland Security." If you have selected expedited delivery of the receipt include an additional \$30 USD and a contact phone number for courier delivery.

**Many foreign banks are able to issue checks or money orders drawn on a U.S. bank. You may obtain a check from: 1) a bank chartered or operated in the United States; b) a foreign subsidiary of a U.S. bank, or c) a foreign bank that has an arrangement with a U.S. bank to issue a check, money order, or foreign draft that is drawn on a U.S. bank.*

2. Mail the completed I-901 and accurate payment to the following address:

By Mail:

I-901 Student/Exchange
Visitor Processing Fee OR
P.O. Box 970020
St. Louis, MO 63197-0020
USA

OR

By Courier (expedite delivery)

I-901 Student/Exchange Visitor
Processing Fee
1005 Convention Plaza
St. Louis, MO 63101
USA
Phone Number 1-314-418-4393 (USA Country Code 011)

3. A Form I-797 receipt notice will be mailed within 3 days of processing the fee. If you chose express delivery, you should receive it in 3-5 days. However, the time varies by country and your location within your country. Currently, DHL is the official SEVP Courier. The DHL web site can provide the estimated delivery time for your country.
- **Be sure to make copies of your I-901 Form and your receipt (I-797). Keep these copies with your important immigration documents.**

***NOTE:** DHS will not refund the SEVIS fee. If J-1 students and scholars are not granted a visa or choose not to come to the U.S. after visas are granted, the SEVIS fee is non-refundable.*

For more information regarding the new SEVIS fee requirement contact the International Students and Scholars office. See ISS web site at: <http://osunet.okstate.edu/iss/default.asp> or <http://www.ice.gov/graphics/sevis/index.htm>