

**Step One:** Once you have received your I-20, you will need to pay the SEVIS fee. That can be done via the internet and a receipt of payment can be printed out. You are required to show that receipt at the time of your visa appointment. The fee can be paid to the Department of Homeland Security (DHS) by mail or online and must be accompanied by a Form I-901. It can be paid by you or by a third party, inside or outside the US.

#### To Pay By Mail

1. Obtain a Form I-901 “Fee Remittance for Certain F, J, and M Nonimmigrants.”
  - Download the form from [www.FMJfee.com](http://www.FMJfee.com)
  - Request the form by phone at 1-800-870-3676 (inside the US)
2. Complete the Form I-901. Be sure to write your name exactly as it appears on your I-20 form.
3. Prepare a check, international money order or foreign draft (drawn on US banks only<sup>1</sup>) in the amount of \$100 USD, made payable to “The Department of Homeland Security”
4. Mail the completed I-901 and payment to the address listed on Form I-901).
5. A Form I-797 receipt notice should be mailed within 3 days of processing the fee. Be sure to make copies of your receipt, and keep it with your other important immigration documents

#### To Pay Online

1. Find the Form I-901 at [www.FMJfee.com](http://www.FMJfee.com).
2. Complete the form online and supply the necessary Visa, MasterCard or American Express information. \*Be sure to write your name exactly as it appears on your I-20 form.
3. Print a copy of the online receipt.
4. Be sure to make copies of your receipt, and keep it with your other important immigration documents  
payment at the time of your visa appointment.

**Step Two:** Contact your American Embassy or Consulate for an appointment. To find the embassy closest to you go to <http://usembassy.state.gov/> Check your embassies website for specific application procedures.

*Please note:* West Chester University does not have any influence over the decision of the consular officials. Therefore, it is our policy not to write, call, or fax the embassy on your behalf.

Please present your acceptance letter from West Chester University at the time of your appointment.

**Step Three:** You will need to have the following documents for your visa appointment:

- ✓ West Chester University acceptance letter
- ✓ I-20
- ✓ Receipt of your SEVIS fee payment
- ✓ Proof of financial support – You submitted documentation to us in order for us to prepare your I-20. Make sure you show proof of support which matches or exceeds the amounts stated on your I-20. Take any bank statements and letter of support needed.
- ✓ Visa application and fee - Application and current fees can be found on the embassy website. You should fill the application out online and print prior to your appointment. See embassy website for specific details.
- ✓ Valid passport
- ✓ Proof of English Skills
- ✓ Proof of ties to your country - US law requires that as an F1 student your purpose for travel to the United States is solely for academic purposes and is temporary. It is necessary to show ties to your country and verify that your intent is to return home after you complete your studies.

**Step Four:** Let our international office know whether you were approved or denied for a visa. If you were approved, you can begin to make travel plans to arrive in the United States. You may arrive no sooner than 30 days before the start date on your I-20.

If you are denied, you may reapply within the year. Your SEVIS fee is valid for one year. If you decide to defer for another semester, please notify the International Office and the Undergraduate or Graduate Office *in writing* as soon as possible.