

## Pre-departure Material

Congratulations! You have been accepted to study at the English Island. You are approved to study for \_\_\_\_\_ months and may begin your program on \_\_\_\_\_, \_\_\_\_\_, or \_\_\_\_\_. Please contact us within the next 30 days and let us know if you want to study with us. If you do, you need to apply for and obtain an F-1 student visa. Sometimes it takes a long time to get a visa, so start the process as soon as possible.

### Step 1: Ask us to send you a form I-20.

Once you decide to study with us, we will register you in the SEVIS system and will print an I-20. We will send a copy to you. You can find a sample at this link.

[https://studyinthestates.dhs.gov/sites/default/files/I-20\\_Active.pdf](https://studyinthestates.dhs.gov/sites/default/files/I-20_Active.pdf)

### Step 2: Pay the SEVIS I-901 fee at least 3 days prior to applying for a visa.

You can pay this online. It is currently \$200 USD. Make sure to get a receipt showing how much you have paid. Below are step-by-step instructions for how to pay the fee and get your receipt.

Go to the website <https://fmjfee.com/i901fee/index.html>, and click on *Pay I-901 fee*. Once you click on it, you will see the screen below.

A) Enter your SEVIS ID, your family name, and your date of birth. The SEVIS ID is the ID for the school. You can find it on your form I-20. Please put your date of birth in the format of month/day/year. Then click *Submit*.

The screenshot shows the 'I-901 Fee' payment website. The header includes the U.S. Immigration and Customs Enforcement logo, the title 'I-901 Fee', and navigation buttons for 'PAY I-901 FEE', 'CHECK STATUS', 'HOME', 'NEWS', and 'HELP'. Below the header, contact information is provided: '(US) 1-703-603-3400', 'fmjfee.sevis@ice.dhs.gov', and 'OMB 1653-0034'. The main content area is divided into two sections: 'APPLICANT VALIDATION' and 'PAYMENT INSTRUCTIONS'. The 'APPLICANT VALIDATION' section contains a form with three input fields: 'SEVIS ID \*', 'Last Name \*' (with a sub-label 'Surname / Primary Name'), and 'Date of Birth \*' (with a sub-label 'MM / DD / YYYY'). A green 'SUBMIT' button is located below the form. The 'PAYMENT INSTRUCTIONS' section provides detailed guidance, including a 'Before Proceeding' section that states 'You must have a complete and accurate Form I-20 or DS-2019' and a 'Please Remember' section with several important notes about dependent children, mistakes, and browser navigation.

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B) You will move to the next screen. Under *Applicant Information* are the words *Form Type*. Click on the box next to those words and select Form I-20.

U.S. Immigration and Customs Enforcement I-901 Fee PAY I-901 FEE CHECK STATUS HOME NEWS HELP

(US) 1-703-603-3400 fmjfee.sevis@ice.dhs.gov OMB: 1653-0034

### FORM I-901

\*\*\* Indicates that the information is required

SEVIS ID:  
Date of Birth:  
Last Name:

#### APPLICANT INFORMATION

Form Type \*  
Please Select Form Type  
Please Select Form Type  
Form I-20 (F-1M-1, F-3M-3)  
Form DS-2019 (J-1)

#### FORM I-901 HELP

**Name**  
Enter your name exactly as it appears on your Form I-20 or DS-2019.

**Email Address**  
Enter the email address at which you wish to receive official SEVP I-901 correspondence.

**Address**  
Enter your street address. Include Apartment number and Post Office (P.O.) Box, if applicable.  
Enter your city. Include a province as required. You may abbreviate (e.g. Toronto, ON.)  
For U.S. addresses only: Enter the State. If your address is outside the U.S., leave the state field blank.

C) Then, the next screen appears. Complete the rest of the information listed. You can find the school code on your form I-20.

#### APPLICANT INFORMATION

Form Type \* Form I-20 (F-1M-1, F-3M-3)

Given Name First Name and Middle Name

Email Address \* Email Address

Country of Citizenship \* Please Select Country

Country of Birth \* Please Select Country

#### ADDRESS INFORMATION

Street Address 1\*

Street Address 2

City \* Toronto, ON

State \* Please Select State

Country \* Please Select Country

Zip / Postal Code \* 00000-0000

#### SCHOOL/PROGRAM INFORMATION

School Code \*

Amount Due \$200.00

Enter the email address at which you wish to receive official SEVP I-901 correspondence.

**Address**  
Enter your street address. Include Apartment number and Post Office (P.O.) Box, if applicable.  
Enter your city. Include a province as required. You may abbreviate (e.g. Toronto, ON.)  
For U.S. addresses only: Enter the State. If your address is outside the U.S., leave the state field blank.

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D) When you have entered the information, go to the bottom of the page and click the block next to I Agree. Then, click Continue.

I have read the instructions on this form. I understand that I will be able to print a payment confirmation. I understand that this payment confirmation is an important document for this NON-REFUNDABLE fee. It may be needed when applying for a non immigrant visa, admission at any United States port of entry, change of status, or other United States immigration benefits.

I Agree

CONTINUE

E) Then, you will move to the form review screen. Review the information on the form. Check for mistakes. If you need to change information, click on Return to Form I-901 and then correct the information. If the information is correct, then click on Credit Card or Check/Money Order.

### FORM I-901 REVIEW

Visa Type: F-1/M-1, F-3/M-3  
SEVIS ID:  
Date of Birth:  
Last Name:  
Given Name:  
Email Address:  
Country Of Citizenship:  
Country Of Birth:  
School Code:  
Amount Due:

Street Address 1:  
City, Province:  
Zip / Postal Code:  
Country:

Select Payment Method:

CREDIT CARD

CHECK / MONEY ORDER / WESTERN UNION

RETURN TO FORM I-901

### ATTENTION!

Please take a moment to review the information on your Form I-901. If any of the information you entered needs to be corrected, please click 'Return to Form I-901' and make the updates before submitting your payment.

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F) If you click Credit Card, you will get to the screen below. Enter your credit card information and click "Continue." It will take you to the Credit Card Review screen. Check the information. Then, click on Submit.

**PAYMENT INFORMATION**

Amount Due: \$200.00

**PLEASE ENTER YOUR CREDIT CARD INFORMATION:**

\*\*\* Indicates that the information is required

Cardholder Name \*

Card Number \*

Exp Date \*

CV2 \*

**ADDRESS INFORMATION**

Billing Address \*  Same as Form I-901 Address

Address \*

City \*

State \*

Country \*

Zip / Postal Code \*

**CONTINUE**

**CREDIT CARD REVIEW**

Name: \_\_\_\_\_  
 Credit Card Type: \_\_\_\_\_  
 Credit Card Number: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_  
 CV2: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State / Province: \_\_\_\_\_  
 Postal Code: \_\_\_\_\_  
 Country: \_\_\_\_\_

Please review the information entered above before proceeding.

I understand that this is a NON-REFUNDABLE fee. By clicking "Submit Payment" I understand that my credit card will be charged for the amount due shown above.

**SUBMIT PAYMENT**

**RETURN TO PREVIOUS PAGE**

G) If you click on Check or Money order, the system will generate a payment coupon. Instructions for how to pay will be on the coupon. A sample coupon is below.

2/25/2014 Department of Homeland Security - Form I-901 Application - Payment Coupon

**Student and Exchange Visitor Program: SEVIS I-901 Fee**

Coupon Number: 002252014873348 OMB 1653-0034 (Expires 1/31/2015)

<b>Name</b>	
Student/EV First Name	
Student/EV Middle Name	
Student/EV Last Name	SEALTE
<b>Address</b>	
Street Address or P.O. Box	124 FAKE ST.
Street Address (continued)	
Apartment or Suite Number	
City	SEATTLE
State (For a US address only)	WA
Country	USA
Zip or Postal Code	98116
<b>Payment Information</b>	
I-901 Application Fee	\$200.00
Total Amount Due	\$200.00
SEVIS Identification Number	N0000000003

**PAYMENT BY MAIL**

- Make check/money order payable to "I-901 Student/Exchange Visitor Processing Fee"
- Write your SEVIS ID number on the check/money order
- Print this page and mail it with your check/money order to the address below

<b>Regular Mail</b>	<b>Courier</b>
I-901 Student/Exchange Visitor Processing Fee or P.O. BOX 970020 St. Louis, MO 63197-0020	I-901 Student/Exchange Visitor Processing Fee 1005 Convention Plaza St. Louis, MO 63101

**TERMS AND CONDITIONS**

Payment must be made by international money order or foreign draft drawn on a financial institution in the U.S. and payable in U.S. currency. All checks returned undeliverable are subject to a \$30.00 collection fee. Failure to send in the payment coupon along with the correct payment will result in a delay in processing. SEVP is not responsible for lost mail. Fees will not be refunded.

**PAYMENT BY WESTERN UNION**

- Print this coupon and take it to your local Western Union (visit [www.westernunion.com](http://www.westernunion.com) to find the nearest location to you)
- Present this coupon and your payment to the Western Union Agent
- Payment will be linked to the Form I-901 and your online Payment Confirmation will be available immediately at [www.fmjfee.com](http://www.fmjfee.com)

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### H) Confirming Payment and Printing the Receipt

It might take a few days for the fee to be processed. To check the status of your payment, go to and click on Check Status in the upper right hand corner. Then, you will see the page below. Enter your SEVIS ID, family name, and date of birth. Click on Check Status/View Payment Confirmation.

The screenshot shows the 'I-901 Fee' website interface. At the top, there are navigation buttons for 'PAY I-901 FEE', 'CHECK STATUS', 'HOME', 'NEWS', and 'HELP'. The main heading is 'CHECK I-901 STATUS'. Below this, there is a form with three input fields: 'SEVIS ID \*', 'Last Name \*' (with a sub-label 'Surname / Primary Name'), and 'Date of Birth \*' (with a sub-label 'MM / / DD / / YYYY'). A green button at the bottom of the form reads 'CHECK STATUS / VIEW PAYMENT CONFIRMATION'. To the right of the form, there is a 'Current Payment Status' section with instructions on how to check the status and a contact email: [fejfee.sevis@ice.dhs.gov](mailto:fejfee.sevis@ice.dhs.gov).

If your payment has been processed, you will see the screen below. It will be your receipt. **Print at least 2 copies—one for your visa interview and one to bring with you and present to the Customs officer when you enter the US.**

The screenshot shows the 'FORM I-901 PAYMENT STATUS' page. At the top, there is a green bar with a checkmark and the text 'Current Payment Status: Paid'. Below this, there is a blue bar with the heading 'I-901 TRANSACTION DETAILS'. Underneath, there is a green button labeled 'VIEW PAYMENT CONFIRMATION' and a list of transaction details: 'Date Received:', 'SEVIS ID:', 'Payment Type:', 'Payment Status: Paid', and 'Transaction:'. To the right, there is an 'I-901 PAYMENT' section with text explaining that the payment has been received and providing information about visa interviews and payment verification.

Step 3: Complete a visa application (Form D-160.)

First, gather the documents you need to complete the visa application form.

You will need.:

Passport

Travel itinerary, if you have already made travel arrangements.

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Dates of your last five visits or trips to the United States, if you have previously traveled to the United States. You may also be asked for your international travel history for the past five years.

Résumé or Curriculum Vitae - You may be required to provide information about your current and previous education and work history.

Form I-20 (with school address and SEVIS ID)

Now go to the Consular website and complete the application.

<https://ceac.state.gov/GenNIV/Default.aspx>

The screenshot shows the U.S. Department of State Consular Electronic Application Center website. The header includes the U.S. Department of State logo and the text "U.S. DEPARTMENT of STATE CONSULAR ELECTRONIC APPLICATION CENTER". A language selection dropdown is set to "PORTUGUESE (PORTUGUESE)". The main heading is "Apply For a Nonimmigrant Visa" with a "FAQs" button. A tooltip message in Portuguese states: "A maior parte deste requerimento foi traduzida. Para ver a tradução, posicione o cursor sobre qualquer frase da página atual." Below this, there are two columns: "Welcome!" and "Get Started". The "Get Started" section includes a location dropdown menu set to "BRAZIL, RIO DE JANEIRO", a code entry field, and a large CAPTCHA image showing the number "349606". Below the CAPTCHA are three buttons: "START AN APPLICATION", "UPLOAD AN APPLICATION", and "RETRIEVE AN APPLICATION". The "Additional Information" section contains links to "travel.state.gov" and the "U.S. Embassy or Consulate".

Select your home country under “Get Started.” Enter the code shown below the box and then select “Start an Application.” Complete the online application. Remember that you must pay a visa application fee of \$160 for yourself and an additional \$160 for each dependent that you plan on bringing with you. This fee is non-refundable.

Step 4: Make an appointment for a visa interview.

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You will need to make an appointment with the US embassy or consulate in your country. The amount of time it takes to get a visa appointment varies by country. You can get an approximate wait time by going to <https://travel.state.gov/content/travel/en/us-visas/study/student-visa.html>

Example:



**Appointment Wait Time**

**Select a U.S. Embassy or Consulate:**

**Bangkok** 

Nonimmigrant Visa Type	Appointment Wait Time
Visitor Visa	10 Calendar Days
Student/Exchange Visitor Visas	2 Calendar Days
All Other Nonimmigrant Visas	2 Calendar Days

Make sure to plan accordingly for your interview. Arrive early and be prepared to wait if necessary.

Step 5: Collect documents to bring to the visa interview.

- Signed form I-20 issued by the school the student will attend ( Please make sure to sign your I-20)
- Passport valid for at least 6 months after the date of proposed entry into the US
- 2 inch by 2 inch photograph
- Confirmation of submission of D-160 form (confirmation page)
- Receipt for visa application fee paid online
- Receipt for SEVIS I-901 fee

You should also be prepared to provide:

- Transcripts/diplomas from previous institutions attended
- Scores required for entrance to program (Dental Program only)
- Proof of financial support (student or sponsor)

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-Income statements, bank records, and/or business registration, license, and bank records/statements

-Marriage or birth certificates (if you have a dependent traveling with you on an F2)

Note: If you are bringing dependents, we suggest your dependents apply for a visa at the same time that you do. It is more complicated to schedule a separate visa interview for your children and your spouse.

Note 2: Spouses and minor dependents will also receive an I-20 form from our school. The spouse must sign his/her form I-20. The individual in the family who will be a student at our school must sign the form I-20 for any children or minor dependents he/she brings.

Step 6: Attend your visa interview.

Step 7: Notify us of your approval.

Step 8: When you receive your visa, plan your flight. You should plan to fly into Hartsfield Jackson International Airport. Send us your flight information at least 1 week in advance.

Example:	Airline: Delta	Flight number: 365	
	Depart	Mexico City, Mexico	3 pm
	Arrive	Atlanta, US	8 pm

Step 9: Determine where you will live during the program. Provide us with the address. We will use this address on your visa.

### Preparing for Departure

Prior to leaving your country, you should gather all the documents you will need when you arrive in the US. You should make multiple copies of these and keep them in a safe place in your carry-on luggage.

The place where initially arrive into the US is your Port of Entry (POE). If you have a connecting flight, your port of entry will be wherever you arrive first. So, if you arrive in Los Angeles and then plan to take a second flight to Atlanta, your POE will be Los Angeles. At your POE, you will need to provide the following documents:

-Signed I-20

-Valid visa\* containing name of school and SEVIS ID

-Financial documentation (bank statements, income statements, etc)

-Valid passport

-Proof of payment of SEVIS I-901 fee

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\* If no visa is required for your country, apply at the POE for entry. Have the documents above minus the visa.

When you plan your flight, make sure to allow enough time to go through immigration at your POE. That means **allow at least 3 hours** between your flights just to be safe.

### Arriving in the US

Once you arrive in the US, you will go through immigration at your port of entry. Present the documents mentioned in the section above. Remember to have physical copies of all documents for you and for any dependents that are with you. At the port of entry, immigration will register you electronically for an I-94 form. *As soon as possible, you should go to this website <https://i94.cbp.dhs.gov/i94/#/recent-search> and print your I-94 form. It is a good idea to keep a copy of this document on you at all times.*

Once you arrive in the US, you should report to the school the next business day to enroll. At that time, you will check in with the DSO at the school and meet with the School Director or Office Manager to have additional language testing *and to receive the date and time for orientation. You will receive your schedule at orientation.* Please bring the following documents with you when you come to enroll for school.

- Signed I-20 (for you and all dependents)
- Valid visa\* containing name of school and SEVIS ID (For you and all dependents)
- Financial documentation (bank statements, income statements, etc)
- Valid passport (For you and all dependents)
- Proof of payment of SEVIS I-901 fee (For you and all dependents)
- Address where you plan on staying during the program