



**INSTRUCTIONS FOR  
*INTERNATIONAL STUDENTS*  
APPLYING FOR UNDERGRADUATE PROGRAMS**

Undergraduate degree candidates who require form I-20 (F-1 visas) or form DS-2019 (J-1 visas)

Application procedures..... Item 1-2

Test required for Admission to Undergraduate Program..... Item 3

English proficiency requirements TOEFL or IELTS..... Item 4

Foreign Credentials Evaluation Agencies and Translation Services..... Item 5

Financial documents required to issue an I-20/ DS-2019 form..... Item 6

Documents required for applicants in immigrant status other than F-1 status..... Item 7

Housing..... Item 8

Proof of Health Immunization Records..... Item 9

On Campus Employment.....Item 10

Information on F-1 (student) visa and a J-1 (exchange visitor) visa..... Item 11

SEVIS fee information..... Item 12

**NOTES:**

**STUDENTS ON F-1 OR J-1 STATUS ARE NOT ELIGIBLE FOR AN INITIAL I -20 OR DS-2019 FORM FROM WPUNJ  
IF ENROLLED AS A NON-DEGREE STUDENT  
(This applies to students in “INITIAL” F-1 or J-1 Visa status)**

**For question or additional information, please contact the Office of International Students and Scholars at:  
(973) 720-2976 or by e-mail at [richardsonc@wpunj.edu](mailto:richardsonc@wpunj.edu)**

**CONFIDENTIAL NOTICE**

YOU ARE HEREBY NOTIFIED THAT ANY DISCLOSURE, COPYING, ALTERATION OR THE TAKING OF ANY ACTION IN RELIANCE OF THE CONTENTS OF THIS PACKET IS STRICTLY PROHIBITED. THIS PACKET INCLUDES US IMMIGRATIONS AND CUSTOM ENFORCEMENT INFORMATION FOR WHICH UNDER NO CIRCUMSTANCES CAN BE ALTERATED.



# WILLIAM PATERSON UNIVERSITY

OFFICE OF INTERNATIONAL STUDENTS & SCHOLARS/NSE PROGRAM  
300 POMPTON ROAD · WAYNE, NEW JERSEY 07470-2103  
RAUBINGER HALL · 2<sup>nd</sup> FLOOR · ROOM 207B  
973.720.2976 FAX 973.720.2336 · [WWW.WPUNJ.EDU](http://WWW.WPUNJ.EDU)

## INSTRUCTIONS FOR INTERNATIONAL STUDENTS APPLYING FOR UNDERGRADUATE PROGRAMS (F-1 VISAS/J-1 VISAS)

Applicants must fulfill all admissions requirements before an evaluation decision is completed. A certificate of eligibility, I-20 (F-1 Visas), and DS-2019 (J-1 Visas) will only be issued after acceptance to the University.

### APPLICATION PROCEDURES:

1. A fully completed, signed application accompanied by a U.S. \$50.00 application fee and all supporting documents must be submitted by the due dates. See deadlines. The application fee is non-refundable and cannot be waived.
2. Social Security Number: Students entering the country for the first time, who do not have a U.S. Social Security Number, should leave this item blank. A temporary student number will be assigned. Information on how to apply for a Social Security number is available to enrolled students by contacting the Office of International Students & Scholars.
3. All applicants must receive a qualifying score on either The Standardized Achievement Test (SAT) for English speaking countries, or the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS).
4. A. Applicants whose native language is other than English are required to demonstrate proficiency in this language. A MINIMUM SCORE OF 550 (PAPER AND PENCIL) OR 213 (COMPUTER BASED TEST), and (NEW INTERNET-BASED) (iBT) SCORE OF 79-80 IN THE OFFICIAL TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL) MUST BE SUBMITTED. TOEFL scores may be waived for those individuals who completed an undergraduate degree program in a country where the official language of instruction is English. Those individuals who have passed English Composition I and II or an English writing course (Not English as a second language course) at a U.S. College or University with a minimum grade of "C" may also be exempt from TOEFL. For TOEFL information, please contact:

TOEFL Services  
P.O. Box 6151  
Princeton, NJ 08541-6151

Telephone: (609) 771-7100  
Fax: (609) 771-7500  
Email: [toefl@ets.org](mailto:toefl@ets.org)

B. For IELTS the score is 6 minimum. For information, please visit: Web: [www.ielts.org](http://www.ielts.org)

5. High School College and University credentials from institutions outside the U.S. must be evaluated by any of the following Foreign education credentials evaluation agencies. William Paterson will also accept any agency listed by: National Association of Credential Evaluation Services (NACES) [www.naces.org](http://www.naces.org).

World Education Services

PO Box 745, Old Chelsea Station, New York, NY 10113-0745  
Tel: (212) 219-7300 **Web: [www.wes.org](http://www.wes.org)**

Educational Credential Evaluators

PO Box 514070, Milwaukee, WI 53203-3470  
Tel: (414) 289-3400 **Web: [www.ece.org](http://www.ece.org)**

International Consultants of Delaware

625 Barksdale Road, Suite 109, Newark, DE 19711  
Tel: (302) 737-8715 **Web: [www.icdel.com](http://www.icdel.com)**

Globe Language Services

319 Broadway, 2nd floor, New York, NY 10070  
Tel: (212) 227-1994 **Web: [www.globelanguage.com](http://www.globelanguage.com)**

Josef Silny & Associates

7101 SW 102 Avenue, Miami, FL 33173  
Tel: (305) 273-1616 **Web: [www.jsilny.com](http://www.jsilny.com)**

### CONFIDENTIAL NOTICE

YOU ARE HEREBY NOTIFIED THAT ANY DISCLOSURE, COPYING, ALTERATION OR THE TAKING OF ANY ACTION IN RELIANCE OF THE CONTENTS OF THIS PACKET IS STRICTLY PROHIBITED. THIS PACKET INCLUDES US IMMIGRATIONS AND CUSTOM ENFORCEMENT INFORMATION FOR WHICH UNDER NO CIRCUMSTANCES CAN BE ALTERATED.

Applicants must submit copies of original transcripts to the agency of their choice and corresponding English translations, if applicable. High School credentials require a document-by-document review. College credentials require a course-by-course review with grades converted to U.S. equivalents. Those individuals who have attended schools in the United States must have official transcripts sent directly to William Paterson University. A satisfactory International Student Advisor's report from the last school attended in the U.S. is also required.

**NOTE:**

To prepare an evaluation report, a professional evaluation service agency requires that all non-English documents are accompanied by official English translations.

If you do not have an official translation of your academic records, we suggest that you contact the evaluation service agency directly and ask if translation services are offered. If they do not offer these services please ask to be referred to a translation services agency.

**6. STUDENT VISAS: (F-1/ J-1)**

Applicants must be able to support themselves and/or able to prove financial support from a sponsor. Please complete the enclosed Affidavit of Support, Financial Data Sheet and Affidavit of Free Room and Board and return them (all together) directly to the **Office of International Students & Scholars**. You must present original documents, which are less than six months old. These copies will be returned to you with your I-20 /DS-2019 form upon acceptance to the University. Foreign currency should be converted to U.S. equivalents. If you have a financial sponsor, she/he assumes liability for your finances. Careful consideration should be given to financial planning while preparing to study in the US, since federal financial aid is not available. Applicants should be aware that *William Paterson University is not liable for changes in financial circumstances after the student is enrolled.* U.S. Immigration regulations regarding employment for individuals with student visas are very strict. Prospective students should not anticipate part-time employment as a source of financial support.

International students applying for admission while already in the United States must present proof of a valid passport, visa stamp page, and I-94 arrival/departure card (both sides).

Enrolled International Students on a Student visa (F-1, J-1) must carry a minimum of 12 credits every semester.

**7. OTHER NON-IMMIGRANT VISAS:**

If you are maintaining a non-immigrant status other than F-1 and J-1, you do not have to have an I-20 or DS-2019, and may attend school full or part-time. Dependent children E, F, H, I, J, L, M, N, O, P, R, S status must apply for a change of status after their 21st birthday or if they marry.

Individuals on F-2 Visas (spouses) may not engage in full time study. Please contact the OISS for advice on how to apply for a change of status to F-1.

Applicants who are currently in the U.S. must submit a copy of the I-94 card, visa stamp page, proof of a valid passport and any other documents that may confirm immigration status.

**NOTE:**

Foreign nationals with the following visa classifications are not permitted by law to engage in full or part time study: C-1, D-1/D-2, B-1 OR B-2

All other visa types may engage in full-time or part-time studies. A visa document (I-20AB or DS-2019) will not be issued unless a request for a change of non-immigrant status to F-1 status in field. However, proof of valid non-immigrant status/visa must be submitted to the undergraduate or graduate admissions office at the time of application.

**CONFIDENTIAL NOTICE**

YOU ARE HEREBY NOTIFIED THAT ANY DISCLOSURE, COPYING, ALTERATION OR THE TAKING OF ANY ACTION IN RELIANCE OF THE CONTENTS OF THIS PACKET IS STRICTLY PROHIBITED. THIS PACKET INCLUDES US IMMIGRATIONS AND CUSTOM ENFORCEMENT INFORMATION FOR WHICH UNDER NO CIRCUMSTANCES CAN BE ALTERATED.

**8. HOUSING:**

Suite style bedrooms (two rooms connected by a bathroom) are available through the Residence Life Department. For more information, please contact Residence Life at (973) 720-2714 or (973) 720-2712.

**9. HEALTH IMMUNIZATION RECORDS:**

The state of New Jersey has enacted legislation that requires students enrolled at WILLIAM PATERSON UNIVERSITY to provide proof of immunization against measles, mumps and rubella. Please submit a record signed by a physician licensed to practice medicine or osteopathy in any jurisdiction of the United States or foreign country or other licensed health professional approved by the New Jersey State Department of Health indicating compliance with the immunization requirements of N.J.A.C. 9:2-14.3. This record must be translated to English when applicable and sent directly to the Health Center, 300 Pompton Rd. Wayne, NJ 07470 at William Paterson University.

**10. ON CAMPUS EMPLOYMENT (WORK STUDY)**

The United States Citizenship and Immigration Services (USCIS) regulations regarding employment for individuals with F-1/J-1 student visas are very strict. Part-time, on campus employment is permitted under the USCIS regulations from the first semester of attendance for those individuals who are maintaining legal status.

**11. DIFFERENCES BETWEEN A F-1 VISA AND A J-1 EXCHANGE VISA**

Visa Type	Visa Document	Source of Funding	Program Type
F-1	I-20	Personal funds <b>and/or</b> Family funds and/or U.S. sponsor <b>and/or</b> WPUNJ Scholarships.	Must be accepted to a degree program
J-1	DS-2019	U.S. Government <b>and/or</b> Foreign Government <b>And/or</b> International Organization. No personal Funds (initially)	Must be accepted to a degree program
J-1	DS-2019	Exchange agreement between WPUNJ and partner university abroad through a bilateral agreement, or student is participating through a Study abroad program (NJSCIE, ISEP)	Non-degree program only

<p>CONFIDENTIAL NOTICE</p> <p>YOU ARE HEREBY NOTIFIED THAT ANY DISCLOSURE, COPYING, ALTERATION OR THE TAKING OF ANY ACTION IN RELIANCE OF THE CONTENTS OF THIS PACKET IS STRICTLY PROHIBITED. THIS PACKET INCLUDES US IMMIGRATIONS AND CUSTOM ENFORCEMENT INFORMATION FOR WHICH UNDER NO CIRCUMSTANCES CAN BE ALTERATED.</p>
--



# WILLIAM PATERSON UNIVERSITY

OFFICE OF INTERNATIONAL STUDENTS & SCHOLARS/NSE PROGRAM  
300 POMPTON ROAD · WAYNE, NEW JERSEY 07470-2103  
RAUBINGER HALL · 2<sup>nd</sup> FLOOR · ROOM 207B  
973.720.2976 FAX 973.720.2336 · [WWW.WPUNJ.EDU](http://WWW.WPUNJ.EDU)

## INTERNATIONAL STUDENT FINANCIAL DATA SHEET

International individuals applying for a student F-1 or J-1 visa must carefully complete this sheet. This University is required by the *United States Citizenship and Immigration Services* to obtain evidence that non-immigrant individuals have adequate financial resources before a Certificate of Eligibility, I-20 (F-1 visa) or DS-2019 (J-1 visa) is issued.

**INSTRUCTIONS:** Type or print clearly. Answer every question to the best of your ability, keeping in mind that financial assistance from William Paterson University is not available to international students. Be sure to obtain the required signatures, and return this form promptly to: OFFICE OF INTERNATIONAL STUDENTS & SCHOLARS, William Paterson University, 300 Pompton Road, Wayne, New Jersey 07470, USA.

### SECTION I - STUDENT INFORMATION

- A. Name \_\_\_\_\_
- B. Mailing Address \_\_\_\_\_
- C. Foreign Address \_\_\_\_\_

**A PHYSICAL ADDRESS ABROAD IS REQUIRED BY LAW.  
NO VISA DOCUMENTS (I-20/DS2019) WILL BE ISSUED WITHOUT AN ADDRESS IN THE HOME COUNTRY.**

- D. Date of Birth (Month/Day/Year) \_\_\_\_\_
- E. Gender: Female \_\_\_\_\_ Male \_\_\_\_\_
- F. Country of Birth \_\_\_\_\_  
Country of Citizenship \_\_\_\_\_
- G. Telephone# \_\_\_\_\_
- H. What is the present exchange rate of your country's currency to the U.S. dollar? \_\_\_\_\_ = \$1.00
- I. Are there any current restrictions on the exchange and release of funds for study in the United States? If YES, describe the restrictions. \_\_\_\_\_
- J. Print Name, Address and Telephone # of person of contact in the U.S. in case of an emergency:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home telephone # ( ) \_\_\_\_\_  
Work telephone # ( ) \_\_\_\_\_  
E-mail: \_\_\_\_\_

### SECTION II - FINANCIAL REQUIREMENTS

Annual expenses for International students are as follows: **Effective starting Fall 2013**

Tuition and Fees	U.S\$ 19,484	*subject to change without notice *
Room and Board	U.S. 10,920	(May be exempt if notarized affidavit of room & board is submitted)
Books and Supplies	U.S. 1,600	
Transportation	US 2,672	
Miscellaneous (Transit/Clothing)	U.S. 2,250	
<b>Total</b>	<b>US\$ 36,926*</b>	

**\*WPUNJ RESERVES THE RIGHT TO ESTABLISH THIS DOLLAR AMOUNT AS AN ESTIMATE FOR ANNUAL EXPENSES INCURRED WHILE ATTENDING THIS SCHOOL.**

**CONFIDENTIAL NOTICE**  
YOU ARE HEREBY NOTIFIED THAT ANY DISCLOSURE, COPYING, ALTERATION OR THE TAKING OF ANY ACTION IN RELIANCE OF THE CONTENTS OF THIS PACKET IS STRICTLY PROHIBITED. THIS PACKET INCLUDES US IMMIGRATIONS AND CUSTOM ENFORCEMENT INFORMATION FOR WHICH UNDER NO CIRCUMSTANCES CAN BE ALTERED.

A. In view of these expenses, indicate the approximate U.S. dollar amount and source will be contributed annually toward the total of **U.S. \$36,926** from the following:

1. Applicant's Personal Funds U.S. \$ \_\_\_\_\_
2. Family Funds U.S. \$ \_\_\_\_\_  
Name/Relation \_\_\_\_\_
3. Funds from a sponsor U.S. \$ \_\_\_\_\_
4. Funds from another source U.S. \$ \_\_\_\_\_  
Name/Relation \_\_\_\_\_

**\*Please note that evidence of financial support must come from liquid assets (savings, certificate of deposits). Also, under no circumstance will checking accounts/commercial accounts be accepted. Please submit original copies on bank letterhead.**

**FUNDS FROM ANOTHER SOURCE**

Identify and explain any contributions listed under this heading. Scholarships and grants should be listed here and accompanied by a letter from the sponsoring agency indicating dollar amount and for how many years the award will be granted. For example: a letter from your government, a private organization, or an offer of a graduate assistantship from the academic department at WPUNJ.

5. Total U.S. \$ \_\_\_\_\_

**DOCUMENTATION FOR EACH SOURCE MUST BE PROVIDED**

If married, will your spouse accompany you to the U.S.? Yes \_\_\_\_\_ No \_\_\_\_\_ If you have children, how many will accompany you? \_\_\_\_\_

Please list name, date of birth, and country of birth for spouse and each child coming with you to the U.S.

Name	Date of Birth	Country of Birth	Gender: (Female or Male)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If your spouse and/or children will accompany you to the U.S. you will be required to provide additional documentation for their support. Listed below are the additional amounts you will need to certify for each dependent.

**Spouse (husband or wife) \$ 4,500 Child (each) \$ 3,500**

**Note:** Health insurance for all visa dependents is strongly recommended.  
Health insurance for J-1 visa holders is mandatory (see attachment)

B. For each source you indicated on section A, complete the corresponding section below and have your sponsor complete a notarized affidavit of support.

**SECTION III - SIGNED STATEMENT**

The statement below should be read and signed by you, your parents or guardian, and your sponsors (if you have one). **Unsigned incomplete forms will be returned promptly.**

I/We swear that the financial data provided on this sheet, is accurate and complete. We understand that financial assistance is unavailable through the University, and we hereby agree to meet All University and living expenses incurred by the named student during the duration of study in the United States. These funds are not and will not be used to support another student in the United States.

Student's Signature \_\_\_\_\_

Parent/Sponsor's Signature \_\_\_\_\_

CONFIDENTIAL NOTICE

YOU ARE HEREBY NOTIFIED THAT ANY DISCLOSURE, COPYING, ALTERATION OR THE TAKING OF ANY ACTION IN RELIANCE OF THE CONTENTS OF THIS PACKET IS STRICTLY PROHIBITED. THIS PACKET INCLUDES US IMMIGRATIONS AND CUSTOM ENFORCEMENT INFORMATION FOR WHICH UNDER NO CIRCUMSTANCES CAN BE ALTERATED.



# WILLIAM PATERSON UNIVERSITY

OFFICE OF INTERNATIONAL STUDENTS & SCHOLARS/NSE PROGRAM  
300 POMPTON ROAD · WAYNE, NEW JERSEY 07470-2103  
RAUBINGER HALL · 2<sup>nd</sup> FLOOR · ROOM 207B  
973.720.2976 FAX 973.720.2336 · [WWW.WPUNJ.EDU](http://WWW.WPUNJ.EDU)

## AFFIDAVIT AND STATEMENT OF SUPPORT

I \_\_\_\_\_, whose address is \_\_\_\_\_  
\_\_\_\_\_, being duly sworn, agree that my intention to have  
\_\_\_\_\_ (Student Name), who resides at \_\_\_\_\_  
(Foreign or local address), come to the United States to study at William Paterson University in Wayne, New Jersey. I also  
testify that I am able to maintain and support the prospective student, whose financial expenses will be approximately  
**\$36,926** per year. Furthermore, I am ready and willing to deposit a bond, if necessary, to guarantee that said prospective  
student will not become a public charge during his/her stay in the United States. This affidavit is for the purpose of assuring  
the University that Mr./Ms. \_\_\_\_\_ (name of the student) will not find it necessary to appeal to  
the University for any type of financial aid, housing, and/or other material aid.

\_\_\_\_\_  
Name of sponsor  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Local telephone #

### SEAL REQUIRED

Subscribed and sworn before  
me this \_\_\_\_\_ day of \_\_\_\_\_  
20 \_\_\_\_\_ at \_\_\_\_\_  
\_\_\_\_\_  
(Notary)

I certify that the foregoing statements, made by me are true and accurate.

Form-wpunjcieiipundgraduate-rev.07

Date Revised: 05/2013

CONFIDENTIAL NOTICE

YOU ARE HEREBY NOTIFIED THAT ANY DISCLOSURE, COPYING, ALTERATION OR THE TAKING OF ANY ACTION IN RELIANCE OF THE CONTENTS OF THIS PACKET IS STRICTLY PROHIBITED. THIS PACKET INCLUDES US IMMIGRATIONS AND CUSTOM ENFORCEMENT INFORMATION FOR WHICH UNDER NO CIRCUMSTANCES CAN BE ALTERATED.



# WILLIAM PATERSON UNIVERSITY

OFFICE OF INTERNATIONAL STUDENTS & SCHOLARS/NSE PROGRAM  
300 POMPTON ROAD · WAYNE, NEW JERSEY 07470-2103  
RAUBINGER HALL · 2<sup>nd</sup> FLOOR · ROOM 207B  
973.720.2976 FAX 973.720.2336 · [WWW.WPUNJ.EDU](http://WWW.WPUNJ.EDU)

## SPONSOR'S AFFIDAVIT OF FREE ROOM AND BOARD

I hereby certify that I am willing and able and will provide

\_\_\_\_\_ **Full name of student (first, middle, and family names)**

**With a free room and all meals  
for every year of study at WPU.**

My relationship to the student is \_\_\_\_\_.

Address of room or apartment offered to student:

\_\_\_\_\_ **Number and street Apartment Number**

\_\_\_\_\_ **City**

\_\_\_\_\_ **State**

\_\_\_\_\_ **Zip Code**

How many rooms are in the house or apartment? \_\_\_\_\_

How much space will be reserved for the exclusive use of the student? \_\_\_\_\_

Does the sponsor live at the address listed above? \_\_\_\_\_

Does the sponsor \_\_\_\_\_ own or \_\_\_\_\_ rent the property?

**You must sign below in the presence of a notary public or official. The notary public must sign and put the official seal on the affidavit. Both you and notary must sign any erasures or changes.**

## AFFIRMATION OR OATH

I hereby affirm or swear that the information I have given above is true and correct:

\_\_\_\_\_ **Print Name**

\_\_\_\_\_ **Signature of Sponsor**

SEAL REQUIRED

I certify that the foregoing statements, made by me are true and accurate.

Subscribed and sworn before  
me this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_ at \_\_\_\_\_

\_\_\_\_\_  
(Notary)

Form-wpunjcieiipundgraduate-rev.07

Date Revised: 05/2013

### CONFIDENTIAL NOTICE

YOU ARE HEREBY NOTIFIED THAT ANY DISCLOSURE, COPYING, ALTERATION OR THE TAKING OF ANY ACTION IN RELIANCE OF THE CONTENTS OF THIS PACKET IS STRICTLY PROHIBITED. THIS PACKET INCLUDES US IMMIGRATIONS AND CUSTOM ENFORCEMENT INFORMATION FOR WHICH UNDER NO CIRCUMSTANCES CAN BE ALTERATED.





# WILLIAM PATERSON UNIVERSITY

OFFICE OF INTERNATIONAL STUDENTS & SCHOLARS/NSE PROGRAM  
300 POMPTON ROAD · WAYNE, NEW JERSEY 07470-2103  
RAUBINGER HALL · 2<sup>nd</sup> FLOOR · ROOM 207B  
973.720.2976 FAX 973.720.2336 · [WWW.WPUNJ.EDU](http://WWW.WPUNJ.EDU)

## INTERNATIONAL STUDENT ADVISOR'S REPORT

NOTE: Only non-immigrant students who are already attending school in the United States (transfer, second degree, and master degree applicants) need to submit this form.

Student's Name \_\_\_\_\_

Home Address \_\_\_\_\_  
\_\_\_\_\_

**TO THE STUDENT:** Please read carefully and sign in the space provided. Present this form to your International Student Advisor or Dean assigned to International Students at the University you are presently attending, for completion. Applications are considered incomplete if this form is not forwarded.

I, \_\_\_\_\_, grant permission for the information requested to be forwarded to William Paterson University.

\_\_\_\_\_ Date

\_\_\_\_\_ Student's signature

**Please attach photocopies: current I-20/DS-2019, I-94, visa, and passport.**

**TO THE INTERNATIONAL STUDENT ADVISOR:** The student named above is applying for Admission to William Paterson University. **Please mail your reply to:** William Paterson University, Office of International Students & Scholars, 300 Pompton Road, Wayne, NJ 07470

1. Is this student eligible to continue at your institution? \_\_\_\_\_
2. Has the student met all financial obligations to your institution? \_\_\_\_\_
3. Your school's SEVIS release for transfer date for this student? \_\_\_\_\_
4. Student's SEVIS ID#: \_\_\_\_\_
5. To the best of your knowledge, has the student met all obligations to the USCIS? \_\_\_\_\_
6. Last authorized extension of stay valid until: \_\_\_\_\_
7. We would appreciate any comment you think may be helpful to us. \_\_\_\_\_

\_\_\_\_\_ Name

\_\_\_\_\_ Signature

\_\_\_\_\_ Title

\_\_\_\_\_ Phone

\_\_\_\_\_ Date

\_\_\_\_\_ Institution

\_\_\_\_\_ Address, Zip Code

### CONFIDENTIAL NOTICE

YOU ARE HEREBY NOTIFIED THAT ANY DISCLOSURE, COPYING, ALTERATION OR THE TAKING OF ANY ACTION IN RELIANCE OF THE CONTENTS OF THIS PACKET IS STRICTLY PROHIBITED. THIS PACKET INCLUDES US IMMIGRATIONS AND CUSTOM ENFORCEMENT INFORMATION FOR WHICH UNDER NO CIRCUMSTANCES CAN BE ALTERATED.



# WILLIAM PATERSON UNIVERSITY

OFFICE OF INTERNATIONAL STUDENTS & SCHOLARS/NSE PROGRAM  
300 POMPTON ROAD · WAYNE, NEW JERSEY 07470-2103  
RAUBINGER HALL · 2<sup>nd</sup> FLOOR · ROOM 207B  
973.720.2976 FAX 973.720.2336 · [WWW.WPUNJ.EDU](http://WWW.WPUNJ.EDU)

## U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT

### FACT SHEET

#### ***I-901 SEVIS Fee for F, M, and J Nonimmigrant Students and Exchange Visitors***

Beginning October 27, 2008, the Department of Homeland Security (DHS) will increase the congressionally mandated fee that is charged to cover the costs of the Student and Exchange Visitor Program (SEVP).

Nonimmigrant students and exchange visitors are subject to this fee, which will be used to administer and maintain the Student and Exchange Visitor Information System (SEVIS) as well as develop and deploy the next generation of SEVIS, support compliance activities, and establish SEVIS Liaison Officers to provide information and assistance to students and schools.

Some schools charge a fee by the year or the semester to support their foreign student/exchange visitor offices and automated systems. ***These fees are neither mandated nor collected by the U.S. Government.***

Payment of the I-901 fee will be recorded and tracked in SEVIS, the web-based system for collecting, maintaining, and managing information about nonimmigrant students and exchange visitors in the United States.

#### **Who pays the new fee?**

Those who wish to enter the United States either as a student or an exchange visitor with a Form I-20 or DS-2019 dated on or after October 27, 2008.

#### CONFIDENTIAL NOTICE

YOU ARE HEREBY NOTIFIED THAT ANY DISCLOSURE, COPYING, ALTERATION OR THE TAKING OF ANY ACTION IN RELIANCE OF THE CONTENTS OF THIS PACKET IS STRICTLY PROHIBITED. THIS PACKET INCLUDES US IMMIGRATIONS AND CUSTOM ENFORCEMENT INFORMATION FOR WHICH UNDER NO CIRCUMSTANCES CAN BE ALTERATED.

### How much is the new fee?

For students (F-1, F-3, M-1, or M-3)	\$200
For exchange visitors (J-1) except those listed separately below:	\$180
For spouses and dependent children (F-2 or J-2) of students or exchange visitors	None

### When do prospective students or exchange visitors pay the SEVIS fee?

- Applicants who require a visa to enter the United States must pay the SEVIS fee before going to the U.S. embassy or consulate for their visa interviews.
- Applicants who are citizens of Canada, Bermuda, Bahamas and residents of certain other islands (see 8 CFR 212.1a) wishing to apply for F-1, F-3, M-1, M-3, or J-1 status at a Port of Entry into the United States must pay the SEVIS fee before appearing at the Port of Entry.
- Nonimmigrants currently in the United States who apply for student or exchange visitor status must pay the fee prior to filing their change of status application.

### How is the fee paid?

- Through the Internet at [www.FMJfee.com](http://www.FMJfee.com) by using a credit or debit card and completing the online Form I-901 (Fee for Remittance for Certain F, M, and J Nonimmigrants); or
- Through the mail by submitting a completed Form I-901 and a check or money order drawn on a U.S. bank and payable in U.S. currency; or
- By a third party such as a school or sponsor; or
- By selected sponsors of an exchange program submitting a bulk or group payment.

### When must the fee be paid?

The fee must be paid in time to ensure that the payment can be deposited and recorded in SEVIS prior to the scheduled visa interview. The interviewing consular officer will confirm that the fee has been paid by accessing SEVIS. To allow for adequate processing time the fee must be paid:

- At least three business days prior to the visa interview date if paying electronically.
- At least 15 business days prior to the scheduled visa interview if submitting payment through regular mail. (This time frame allows adequate time for the fee payment to be received at the DHS address listed on the Form I-901, deposited, and recorded in SEVIS.)
- Be sure to add local mail processing time to this processing estimate for accuracy.

#### CONFIDENTIAL NOTICE

YOU ARE HEREBY NOTIFIED THAT ANY DISCLOSURE, COPYING, ALTERATION OR THE TAKING OF ANY ACTION IN RELIANCE OF THE CONTENTS OF THIS PACKET IS STRICTLY PROHIBITED. THIS PACKET INCLUDES US IMMIGRATIONS AND CUSTOM ENFORCEMENT INFORMATION FOR WHICH UNDER NO CIRCUMSTANCES CAN BE ALTERATED.

### **How will the payment be verified?**

The payment will be recorded in the SEVIS system. However, it is recommended that the paper I-797 or the Internet-generated receipt be brought to the visa interview.

- DHS will issue an official paper receipt (I-797) for every payment received.
- Individuals, who are paying by mail, may request Express delivery service for the I-797 receipt at an additional cost of \$35.
- Individuals who file electronically will be able to print an electronic receipt immediately at the time of payment.

### **When must continuing students (F-1, F-3, M-1, or M-3 nonimmigrant's who have begun but not finished a program) pay the SEVIS fee?**

Continuing students must pay the SEVIS fee:

- Before filing an application for reinstatement when they have been out of status for more than five months; or
- When applying for a new visa and returning to the United States after an absence of more than five months that did not involve authorized overseas study; or
- When filing an application for a change of status to an F, M, or J classification except for changes between F-1 and F-3 or between M-1 and M-3.

### **When must continuing exchange visitors (J-1 nonimmigrant's who have begun, but not finished a program) pay the SEVIS fee?**

Continuing exchange visitors must pay the SEVIS fee before:

- Filing a reinstatement application after a substantive violation; or
- Filing a reinstatement application after they have been out of status between 121 and 269 days; or
- Applying for a change of exchange visitor category unless the new exchange visitor category is fee exempt (federally sponsored programs with program codes that start with G-1, G-2, G-3, or G-7).

# ICE #

U.S. Immigration and Customs Enforcement (ICE) is the largest investigative arm of the Department of Homeland Security (DHS). ICE seeks to prevent acts of terrorism by targeting the people, money and materials that support terror and criminal networks.

Last Modified: Monday, January 5, 2009

#### CONFIDENTIAL NOTICE

YOU ARE HEREBY NOTIFIED THAT ANY DISCLOSURE, COPYING, ALTERATION OR THE TAKING OF ANY ACTION IN RELIANCE OF THE CONTENTS OF THIS PACKET IS STRICTLY PROHIBITED. THIS PACKET INCLUDES US IMMIGRATIONS AND CUSTOM ENFORCEMENT INFORMATION FOR WHICH UNDER NO CIRCUMSTANCES CAN BE ALTERATED.