



## WVHEPC J-1 Exchange Visitor Program

### **IMPORTANT SEVIS FEE INFORMATION FOR EXCHANGE VISITORS**

Prior to applying for your J-1 Exchange Visitor visa you must pay a \$220 SEVIS fee to the Department of Homeland Security (DHS). The SEVIS fee can be paid by credit card over the internet, by check or by money order. Please read both sides of these instructions fully before attempting to pay the fee. There are special instructions for students from Bermuda and Canada.

#### **OPTION #1: PAYMENT BY CREDIT CARD**

DHS has set up a website on the Internet to accept electronic submission of Form I-901 and payment of the SEVIS fee using a credit card. Go to [www.fmjfee.com](http://www.fmjfee.com). **We strongly recommend that you use this option if possible.** Follow the on-line instructions. Print out the payment screen to verify your payment. Take the payment verification printout with you to your visa interview. Exchange Visitors from the following countries are not able to use the credit card option and must use option #2 or #3 below: Cameroon; Ghana; Kenya; Nigeria.

#### **OPTION #2: PAYMENT BY WESTERN UNION**

This option allows Western Union to collect the SEVIS Fee in local currency. This option is only available in countries where Western Union offers its "Quick Pay" service. A properly completed Western Union receipt serves as immediate proof of payment for the visa interview. You must request a "Blue Form" by clicking on "Payment Services" or "Quick Pay." More instructions for paying using this option can be found on the SEVIS website at [www.ice.gov/sevis/i901/wu\\_instr.htm](http://www.ice.gov/sevis/i901/wu_instr.htm). To find the nearest Western Union agent location go to <http://www.payment-solutions.com/agent.asp>

#### **OPTION #3: PAYMENT BY CHECK OR MONEY ORDER**

When paying by check or money order there are two options:

a. **Internet-generated coupon.** Exchange visitors can go to the fee payment website (<http://www.fmjfee.com>), enter basic information, print out a coupon, and then mail a check or money order with the coupon to a lock-box address in Missouri. Once the information and fee are processed, SEVIS would then be updated with the fee payment information.

b. **Paper option.** Exchange visitors can download or otherwise obtain Form I-901, fill it in, and mail it, with a check or money order, to the specified address in Missouri. Once the information and fee are processed, SEVIS would then be updated with the fee payment information.

In both cases, a receipt notice will be issued when the fee is processed. The mailing addresses for paying by check or money order using the coupon or the paper Form I-901 are:

#### **P.O. Box Address:**

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

#### **Street Address for Courier/Express Delivery:**

I-901 Student/Exchange Visitor Processing Fee  
1005 Convention Plaza  
St. Louis, MO 63101

## **Check Specifics:**

All checks and money orders must be:

- Payable to the **“I-901 Student/Exchange Visitor Processing Fee”**.
- Only checks and money orders may be used when paying by mail.
- The check or money order must be made in U.S. dollars and drawn on a bank located in the United States.

Payment of the SEVIS fee is not limited to you. DHS will accept fee payment from a third party individual or institution, either in the United States or abroad, using either option one or two above.

You will be able to print a receipt electronically if you use payment option #1. You will receive a receipt by return mail if you use payment option #2. The fee must be paid at least three business days prior to the scheduled date of your interview in order for the payment information to show up on the SEVIS system. **You should bring your I-901 receipt with you to your visa interview.** The paper receipt can be used as verification in place of the internet verification.

## **COMPLETING FORM I-901:**

- a. You must have a Form DS-2019 in order to complete the I-901.
- b. You must have the West Virginia Higher Education Policy Commission (HEPC) Program Number. Our Program Number is P-1-19841.

## **EXCHANGE VISITORS FROM CANADA OR BERMUDA**

Exchange visitors from Canada and Bermuda are exempt from having to apply for a visa. You will have to provide SEVIS fee payment verification along with your DS-2019 Form to an immigration inspector at the port of entry when applying for entry into the United States as a J-1 exchange visitor.

## **IF YOUR VISA IS DENIED**

If your visa is denied you may reapply for the visa within a 12-month period, without having to pay the SEVIS fee again.

## **DEPENDENTS**

If you have obtained a DS-2019 for a spouse or children, they **do not** have to pay a SEVIS fee in order to apply for a J-2 visa.

For additional details on SEVIS and the SEVIS fee, access the SEVIS website at: [www.ice.gov/sevis/i901](http://www.ice.gov/sevis/i901)