

# How to pay your SEVIS fee

ALL international students and scholars who want to study in the United States MUST pay the \$100 SEVIS I-901 fee. The SEVIS fee MUST be paid to the United States Citizenship and Immigration Services (USCIS) AFTER a student receives the I-20 or DS-2019 form and BEFORE a student or scholar applies for the F-1 or J-1 visa at an American Embassy/Consulate. The United States embassy will reject your visa application and ask you to pay the SEVIS fees before you apply for the F-1 or J-1 visa.

## How do I pay the SEVIS fee?

Before you start, you must know your SEVIS ID N000 \_ \_ \_ \_ \_ and SUNY-Plattsburgh F-1 Code (BUF214F00386000) and SUNY-Plattsburgh J-1 Code (P-1-10474). You can pay the fee online, through Western Union, or by mail.

### Pay Online (preferred)

1. Have your I-20 or DS-2019 form, valid credit card and your valid passport ready and visit [https://www.fmjfee.com/instr\\_ ves.jhtml](https://www.fmjfee.com/instr_ ves.jhtml).
2. Scroll down to the bottom of the page.
3. Choose I-20 if you are applying for an F-1 visa, or DS-2019 if you are applying for a J-1 visa. Then, click OK.
4. **IMPORTANT:** In the SEVIS Identification Number field, please enter the number ONLY. Do not enter the letter "N".
5. Fill out all of your personal information exactly as it appears on the I-20 or DS-2019. Once you complete the application, print out the last screen/page as proof of your payment and keep it for your records. After your payment is submitted, call the American embassy near you to schedule a visa appointment.

Note: A relative, a friend, or a sponsor can pay the SEVIS fee on your behalf. If someone else fills out the form for you, be sure you give him/her a copy of your passport, and I-20 or DS-2019. Whoever fills out the form will need your personal information **exactly** as it appears on the I-20.

### Pay via the Western Union Quick Pay service:

1. Locate the nearest Western Union Quick Pay service office: <http://www.payment-solutions.com/agent.asp>
2. Go to the Western Union office with your I-20 or DS-2019 form, and \$100 U.S. You MUST request a **Blue Form**. This form may show words such as "Payment Services" or "Quick Pay" printed in the local language. Please note that **all** Quick Pay forms will be **blue**. (Expect an extra charge by Western Union)
3. Please complete the form as shown by the image below:

Payment Services		WESTERN UNION	
For Western Union Card™ holders, please fill in your card number.		DO NOT WRITE BELOW	
Card No.		Agency	Operator number
Amount (in words) <b>ONE HUNDRED US DOLLARS</b>	Amount <b>\$100.00</b>	Date / /	Time
<b>Pay to</b>		Money Transfer Control Number	
Company name <b>U S BANK DHS</b>		1 2 3 4 5 6 7 8 9 0	
Company code <b>F M S E V I S F E E , M O</b>		Western Union fills in Number	
Country <b>U S A</b>		Family Name (Surname)	
<b>Sender</b>		Tax	
First name <b>S A M U E L</b>	Last name <b>A N T H O N Y</b>	Total amount received	
Address <b>1 2 3 G R E E N S T R E E T</b>		SEVIS Number-Date of Birth	
<b>L I S B O N P O R T U G A L</b>		School Code	
Telephone no. <b>( 3 4 ) 6 5 - 4 - 1 2 3 - 6 5 4</b>	Account Number <b>N 0 0 0 4 5 6 7 8 9 0 - 1 2 / 3 0 / 1 9 8 0</b>	Gender	
Reference Number <b>B U F 2 1 4 F 0 0 3 8 6 0 0 0</b>	<b>J-1 visa School Code: P-1-10474</b>		Agent's signature
If you would like payment directed to an individual or department, please specify here.			
Name / Department <b>M A L E</b>			

## Pay by Mail

You need to draw a \$100 check made in U.S. dollars from a bank located in the United States. Mail the check along with form I-901 and a copy of your I-20 and passport to:

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

You can download the I-901 form here: <http://www.ice.gov/sevis/i901/index.htm>

NOTE: Mailing the SEVIS fee does NOT constitute payment. The fee is processed when it is received by USCIS. If payment is mailed, it can take 4-6 weeks to be received and for a receipt to be mailed to you. Therefore, we highly recommend that students pay the fee via the Internet to expedite the process.