

**INSTRUCTIONS**

This form is used to pay the fee to support the F, M, and J nonimmigrant reporting system authorized by Public Law 104-208, Subtitle D, Section 641. If you are subject to this fee and do not pay it, you will not be issued an F, M, or J nonimmigrant visa or be admitted to the United States. If you are in the United States and apply for a change of status, you are subject to this fee. If you do not pay it, your application will not be processed.

**Fee payment is required if the applicant is:**

- a. An alien seeking an **F-1, F-3, J-1, M-1, or M-3** visa from an embassy or consulate abroad for initial attendance at a school approved by the Department of Homeland Security (DHS) or for initial participation in an exchange visitor program designated by the Department of State (DOS). There is an exception noted below in section j.
- b. An alien who does not need a visa to enter the United States as a student or exchange visitor, who will be applying for admission at a U.S. port-of-entry to begin initial attendance at a DHS-approved school or initial participation in a DOS-designated exchange visitor program except as specified in section j below.
- c. An alien in the United States seeking a change of status to **F-1, F-3, J-1, M-1, or M-3**. There are exceptions noted below in sections j and n.
- d. A nonimmigrant who was initially granted **J-1** status as a participant in an exchange visitor program sponsored by the Federal government, as specified in section j below, and who is now transferring to another J program in the same category that is not sponsored by the Federal government.
- e. A **J-1** nonimmigrant who is applying for a change of category from within the United States. There is an exception noted below in section j.
- f. A **J-1** nonimmigrant who is applying for a reinstatement after a substantive violation, or who has been out of program status for longer than 120 days but less than 270 days during the course of his or her program. There is an exception noted below in section j.
- g. An **F-1, F-3, M-1, or M-3** nonimmigrant applying for reinstatement of student status, who has been out of student status for a period exceeding the presumptive ineligibility requirement set forth in 8 CFR 214.2(f)(16)(A) or 214.2(m)(16)(A).
- h. An **F-1, F-3, M-1, or M-3** nonimmigrant who has been absent from the United States for a period exceeding 5 months, was not working towards completion of curriculum in authorized overseas study, and now wishes to re-enter for a new F or M program of study in the United States.
- i. An **F-1, F-3, J-1, M-1, or M-3** nonimmigrant who has previously paid the fee, or whose Form I-20 or DS-2019 initial attendance was issued on or before August 31, and who is applying for a visa to return to the United States as a continuing student or a continuing participant of an exchange visitor program.
- j. An **F-1, F-3, M-1, or M-3** nonimmigrant transferring between approved schools, changing educational levels, or applying for post-completion practical training.
- k. A **J-1** nonimmigrant transferring between programs in the same exchange visitor category where no differential fee exists.
- l. A nonimmigrant applying for a change of classification from within the United States between **F-1** and **F-3** status or between **M-1** and **M-3** status.
- m. An **F-1, F-3, J-1, M-1, or M-3** nonimmigrant requesting/applying for an extension of stay in a single program.
- n. An alien reapplying for a visa from an embassy or consulate abroad after having paid the SEVIS fee for a previous **F-1, F-3, M-1, or M-3** visa that was denied, and who is applying again for the same type of program within 12 months of the initial denial.
- o. An alien reapplying for a visa from an embassy or consulate after having paid the SEVIS fee for a previous **J-1** visa that was denied, and who is applying again for the same type J-1 exchange visitor category within 12 months of the initial denial, unless there is a fee differential.
- p. A nonimmigrant who has applied for a change of status in the United States to an **F, M, or J** classification, had the initial application for the change of status denied for a reason other than failure to pay the SEVIS fee, and is applying for a motion to re-open the case within 12 months of the original denial.

**Documents needed to fill out this form:**

- **F-1, F-3, M-1, and M-3** status only: Form I-20 (Certificate of Eligibility for Nonimmigrant Student Status) issued to you by DHS-approved school you will attend.
- **J-1 status only:** Form DS-2019 (Certificate of Eligibility for Exchange Visitor [J-1] Status) issued to you by the designated exchange visitor program in which you will participate.

**Fee payment not required if applicant is:**

- i. An **F-2, J-2, or M-2** dependent.
- j. A **J-1** participant in an exchange visitor program sponsored by the Federal government. A program sponsored by the Federal government is identified by a program number of **G-1, G-2, or G-3**.

**Instructions:****This form must be completed in English.**

Item Number:

- 1-3. Enter your name exactly as it appears on your Form I-20 or DS-2019.
4. Enter the street address to where your payment receipt should be sent. Include apartment number and Post Office (P.O.) box, if applicable.
5. Enter the city where your payment receipt should be sent. Include a province as required. You may abbreviate (e.g., Toronto, ON) to ensure successful delivery outside the United States.
6. For U.S. addresses only. If the address is in the United States, enter the 2-letter abbreviation for the state. If the address is not a state within the United States, do not fill in this section.
7. Enter the country to which your payment receipt should be sent.
8. Enter the postal code or zip code.
9. List your date of birth in mm/dd/yyyy format.
10. Check the appropriate space pertaining to your gender.
11. Enter your city (province) of birth.
12. Enter your country of birth, as listed on your Form I-20 or DS-2019.
13. Enter your country of citizenship, as listed on your Form I-20 or DS-2019.
14. **F/M status only:** Enter the school code found on your Form I-20. Leave the Program Number blank.  
**J-1 status only:** Enter the exchange visitor program number found on the Form DS-2019 (e.g.; P-1-00000). If your sponsor number begins with G-1, G-2, or G-3, you are exempt from fee payment. Leave the School Code blank.
15. Enter the SEVIS identification number listed above the barcode on the top right corner of your Form I-20 or DS-2019.
16. Enter the passport number contained in your passport, if available.
17. **A. F/M status:** Check the box in subpart A which indicates that you owe \$100.00 and continue on to item number 18. Do not check any boxes in subpart B.  
**B. J-1 status:** Do not check the box in subpart A. Check the box in subpart B that corresponds to the exchange visitor category found on your Form DS-2019. (If your sponsor number in section 2 of Form DS-2019 begins with G-1, G-2, or G-3, you are exempt from fee payment). Continue on to item number 18.

18. Select the type of delivery you want used to send your receipt (Form I-797) to you. This receipt will serve as confirmation of payment. You must select one of the following two options:
  - A. Air Mail:** There is no additional charge for this option.
  - B. Expedited Delivery:** There will be an added shipping and handling fee of \$30.00 for this option. Your receipt will be delivered in an expedited manner to the address listed in item numbers 4-8 on the Form I-901.  
**If you choose the expedited delivery option, you must include a physical address. The courier will not deliver to a post office box.** You must also include a telephone number. This information will not be collected by the DHS and will only be used by the mail courier service in order to ensure expedited delivery.
19. Add the amount from the box checked in item 17 (fee pertaining to classification) and item 18 (choice for delivery). This is the total amount of money that you owe. Please send only one check or money order.

**Payment by mail:**

The only forms of payment that will be accepted are checks and money orders. No other form of payment will be accepted.  
**Do not mail cash.**

All checks and money orders must be made in U.S. dollars and drawn on a bank located in the United States.

All checks and money orders must be made payable to the "I-901 Student/Exchange Visitor Processing Fee."

Checks are accepted subject to collection. A charge of \$30.00 will be imposed if a check for payment of a fee is not honored by the bank on which it is drawn.

Write the name of the student or exchange visitor and the SEVIS identification number on the check.

Fees must be submitted in the exact amount. Failure to file forms correctly or with the correct payment will result in the return of this form to you and additional delay in processing. Fees will not be refunded.

**Mail the Form I-901 and payment to:**

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

**Courier the Form I-901 and payment to:**

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

**Payment by Internet:**

You may also complete the Form I-901 online. The form and payment may then be submitted as explained above. Alternately, online payment may be made using a credit card. The online Form I-901 is available at: **www.FMJfee.com.**

## Privacy Notice

This information is collected to facilitate the processing of fees paid by nonimmigrant foreign students and other exchange program participants under the DHS Student and Exchange Visitor Program. ICE uses this information to send a receipt to the student or exchange visitor upon payment and to positively identify that a particular student or exchange visitor has paid the require fee. Completion of this form is voluntary, however failure to provide all of the requested information may result in denial of your application for a visa or change of status.

ICE may share this information with appropriate government agencies and organizations to facilitate civil or criminal law enforcement investigations or prosecutions and the lawful sharing of law enforcement intelligence information, as well as for other purposes authorized under the Privacy Act and the Student and Exchange Visitor Information System (SEVIS) notice published at 70 Federal Register 14477 (Mar. 22, 2005).

The authority to collect this information derives from certain provisions of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 and the Immigration and Nationality Act, as amended, codified at 8 USC 1372 (Program to Collect Information Relating to Nonimmigrant Foreign Students and Other Exchange Program Participants); 8 USC 1154 (Procedure for Granting Immigrant Status); 8 USC 1184 (Admission of Nonimmigrants); and 8 USC 1258 (Change of Nonimmigrant Classification).

## Paperwork Reduction Act Notice

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and that impose the least possible burden on you to provide us with information. Often this is difficult because some immigration laws are very complex. The estimated average time to complete and file this application is 19 minutes. If you have comments regarding the accuracy of this estimate or suggestions for making this form simpler, you may write to the Department of Homeland Security, U.S. Immigration and Customs Enforcement, 425 I Street, N.W., Room 1122, Washington, DC 20536. **Do not mail your completed application to this address.**

**TYPE OR PRINT IN BLUE OR BLACK INK**

1. Last Name (*Surname*):

\_\_\_\_\_

2. First Name (*Given Name*):

\_\_\_\_\_

3. Middle Name:

\_\_\_\_\_

**WHERE DO YOU WANT YOUR PAYMENT RECEIPT TO BE SENT?**

4. Street Address /P.O. Box:

Apartment Number:

\_\_\_\_\_

No. 2 Street Address /P.O. Box:

\_\_\_\_\_

5. City (*Province*):

6. State (*U.S. Address Only*):

\_\_\_\_\_

7. Country:

\_\_\_\_\_

8. Zip Code/Postal Code:

9. Date of Birth (*mm/dd/yyyy*):

10. Gender (*Check one*): Male:

Female:

\_\_\_\_\_

11. City (*Province*) of Birth:

\_\_\_\_\_

12. Country of Birth:

\_\_\_\_\_

13. Country of Citizenship:

\_\_\_\_\_

14. School Code (*I-20*) (**F/M nonimmigrant only**):

OR

Program Number (*DS-2019*) (**J-1 nonimmigrant only**):

\_\_\_\_\_ 214F \_\_\_\_\_

15. SEVIS Identification Number:

16. Passport Number:

\_\_\_\_\_

17. Amount to be paid:

A. **F/M only**: (\$100)

B. **J-1 only**: Indicate your Exchange Visitor Category (*Check only one of the following boxes*)

Student (\$100)   
Trainee (\$100)   
Teacher (\$100)   
Professor (\$100)   
Alien Physician (\$100)   
Government Visitor (\$100)

Research Scholar (\$100)   
Short-term scholar (\$100)   
Specialist (\$100)   
Camp Counselor (\$35)   
Summer Work/Travel (\$35)   
AuPair (\$35)

18. Return Receipt: A. Air Mail (\$0)

(*You must choose one*) B. Expedited Delivery (\$30)  Telephone: \_\_\_\_\_

19. Total amount (add total from 17 and 18): \$ \_\_\_\_\_.