



Chapter 1: Introduction to the I-901 SEVIS Fee

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The Student and Exchange Visitor Program, known as SEVP, maintains the Student and Exchange Visitor Information System, or SEVIS. SEVIS is a Web-based system that keeps track of F and M students, J exchange visitors and accompanying dependents in the United States. Congress mandates payment of the I-901 SEVIS Fee to support the system. All F and M students and some J exchange visitors must pay the I-901 Fee to apply for a visa to enter the United States.

In this tutorial, learn how to pay your I-901 Fee by going step-by-step through the process. You can use one of the following payment options:

- Credit card payment in U.S. dollars on fmjfee.com.
- Check or money order in U.S. dollars or bank draft drawn on a U.S. bank and mailed to an address in the United States, or
- Western Union Quick Pay in more than 130 countries worldwide.

Additionally, find out how to check the status of your Fee once you have submitted payment. You can watch this tutorial while paying the I-901 Fee; stopping or pausing when necessary.

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Before you begin the payment process, you need a complete and accurate Form I-20, "Certificate of Eligibility for Nonimmigrant Student Status," or Form DS-2019, "Certificate of Eligibility for Exchange Visitor (J-1) Status." (Note: If you are an F or M student, you should have received your Form I-20 from your designated school official, also known as a DSO. If you are a J exchange visitor, you should have received your Form DS-2019 from your responsible officer, also known as an RO. If you have not received one of these forms, contact your DSO or RO immediately because you cannot submit your I-901 payment without the appropriate forms.)

The I-901 Fee is \$200 for F and M students. J-1 exchange visitors who are participants in programs sponsored by the U.S. government are not required to pay the fee. J-1 exchange visitors participating in camp counselor, summer work/travel and au pair programs must pay a \$35 fee. All other J-1 exchange visitors pay a fee of \$180.



Chapter 2: FMJFee.com

The first step to pay your I-901 Fee, is to go to fmjfee.com.

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On the site, you have the option to:

- Submit Form I-901 and fee payment, or
- Check I-901 status/print payment confirmation allowing you to check your payment status and print your payment confirmation.

The left-hand side bar provides links to additional options:

- “Help” provides important information about required documents and frequently asked questions,
- “SEVIS Main Page” will take you back to the home page of fmjfee.com,
- “Submit Form I-901 and Fee Payment” will allow you to make an I-901 SEVIS fee payment,
- “Check I-901 Status/Print Payment Confirmation”, and
- “Contact Us” provides contact information if you have questions anytime throughout the payment process.

Before you begin, please note that, in most cases, the I-901 Fee is nonrefundable. To pay your I-901 Fee, click the “Submit Form I-901 and Fee Payment” button.

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Once you select the “Submit Form I-901 and Fee Payment” button, you will arrive at the Form Selection page, which provides important information you should read before filling out the Form I-901 and paying the I-901 Fee. You need printed payment confirmation as proof of your I-901 Fee payment and can learn more about this in chapter four of this tutorial.

If you do not have a working printer when paying the I-901 Fee, click the “Check I-901 Status/Print Payment Confirmation,” listed below in the “Caution” section on the page, to print your payment confirmation later.

If you are ready to fill out the Form I-901, select either the Form I-20, if you are an F or M student, or Form DS-2019, if you are an exchange visitor and click “OK.”



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Next, you arrive on the Applicant Validation page. The top of the page provides important information about paying the I-901 SEVIS Fee that you should read before filling out the form.

Begin filling out the form by validating your identity. Enter your last name and first name exactly as they appear on your Form I-20 or Form DS-2019. Then, enter your SEVIS ID number, which is located on the top right of your Form I-20 or your Form DS-2019. Please note that you do not need to enter the letter "N" in front of your SEVIS number.

Next, fill in your date of birth with two digits for month, two digits for day and four digits for year. Confirm that all your information is correct, and press "Enter" once it is. You can clear the form or start over if you have incorrectly entered any information.

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You will now see the Form I-901. All of the information you enter must be accurate and up-to-date. Begin filling out the form by entering your current address.

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On the second part of the form, provide your gender, city of birth, country of birth, country of citizenship and the school or program code of the SEVP-certified school or Department of State-designated exchange visitor program that accepted you. You will find the school or program code on your Form I-20 or DS-2019.

Provide your passport number, if necessary.

At the bottom of the page, confirm that you have read the instructions for the form through this point. Choose from the following options:

- "I Accept" will allow you to proceed with the payment process.
- "I Decline" will stop you from moving forward.
- "Clear Form" or "Start Over" will restart the process.

If you have read the instructions and agree to the terms of payment, click "I Accept" to move forward.

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Next, you arrive on the Form Verification page where you must verify that all the information you entered on the Form I-901 is correct. Double-check the form to avoid misspellings or incorrect information. If you have entered something incorrectly, press “Click Here to Correct Your Form” and make appropriate changes. If everything is correct, click “Continue.”



Chapter 3: Payment by Credit Card

In this chapter, learn more about how to pay your I-901 Fee with a credit card.

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After clicking continue on the Form Verification page, you arrive to the Student and Exchange Visitor Fee page where you can choose to pay by credit card, check or money order.

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If you chose to pay with a credit card, you will arrive at the Payment Information page. Input your credit card information, including the name of the cardholder and credit card details. Fill out the address and billing information for the cardholder. Once you enter your information, and read and agree to the terms and conditions, click “Yes.” If you click “Back,” you arrive at the Payment Fee page.

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Clicking “Yes,” submits your payment, and you will arrive at the payment confirmation page. Please note that your payment will appear on your credit card as “US STUDENT & EV I901 FEE 800-375-5283 VT.”

At the bottom of the page, you have three options:

- “Print Payment Confirmation” to print confirmation of your payment submission
- “Return to the Welcome Page” to return to the main fmjfee.com main page
- “Submit Another I-901 Application” to submit another payment (Only choose this if you also are paying for another individual’s fee)

You must print confirmation of this page. It proves submission of your payment and includes the payment confirmation number you need to present at the U.S. Embassy or Consulate to apply your student visa.



Chapter 4: Payment via Western Union

In this chapter, learn how to pay your I-901 Fee via Western Union.

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Effective April 2014, SEVP will update the I-901 Fee Collection process, offering a web and ACH based solution for payments made by Western Union. This solution will facilitate the real-time posting of Western Union payments, allowing applicants to immediately print their I-901 payment confirmation. Applicants who pay their I-901 Fee by Western Union are required to fill out the Form I-901 on the website *prior* to visiting Western Union. Detailed payment instructions will be provided prior to implementation.

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Once you complete the Form I-901, you will receive a unique payment coupon number that you need to validate and process your payment at Western Union. A payment coupon is the system generated Form I-901 for individuals who selected to pay by check/money order/Western Union. Each payment coupon is unique to the individual and contains a unique coupon number, which is used to connect a Western Union payment to the appropriate student record. You cannot submit a payment via Western Union without this coupon number.

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If you choose to pay your fee via Western Union, please follow the detailed payment instructions below:

Step One: Fill out the Form I-901 online, where a payment coupon will be generated upon completion.

Step Two: Print a copy of the payment coupon and take it to your local Western Union.

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Step Three: *Fill out the Quick Collect/Quick Pay Form according to the information found at the bottom of the printed coupon. Example below:*

Company Name (or Code City): SEVISFEE

Account Number: Coupon Number (ex: 010222013872390)

Amount: 200.00

***Please note that the payment amount may differ according your specific visa type.*



Step Four: Present the coupon and your payment to the Western Union Agent for processing.

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Payment will be linked to your Form I-901 and your online Payment Confirmation will be available immediately at www.fmjfee.com

If a third party is paying your I-901 Fee on your behalf, they also need your coupon number to enter in the account number field on the Western Union Quick Pay/Quick Collect form.

After you present your payment coupon and coupon number to your Western Union agent your payment will be processed. Once complete, it will be immediately posted in FMJfee.com. This means that you can immediately check the status of your payment and print your receipt, which you need to apply for a visa at an embassy or consulate.



Chapter 5: Payment via Money Order / Check

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If you chose to pay by check or money order, you will be directed to a payment coupon that you must print immediately.

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The payment coupon includes your name, address and payment information.

Follow the mailing instructions on your payment coupon to send it, along with your check or money order, to complete your I-901 Fee payment.

Below the mailing instructions on your coupon, review the terms and conditions of your payment. At the bottom of the page, you have three options:

- “Print This Page” to print both mailing instructions and terms and conditions,
- “Return to the SEVIS Main Site” to return to the main fmjfee.com page, and
- “Submit Another I-901 Application” to submit another payment (Only choose this if you also are paying for another individual’s fee.)

You can view the status of your payment made via check or money order and print your I-901 Fee receipt after payment processing by selecting “Check I-901 Status/Print Payment Confirmation” on the of the fmjfee.com homepage. Learn more in chapter six.



Chapter 6: View and Print Your I-901 SEVIS Fee Receipt

In this chapter, learn how to view and print your I-901 Fee receipt.

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To view your payment status, go to fmjfee.com and select “Check I-901 Status/Print Payment Confirmation” on the side panel of the screen.

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You will see Check I-901 Status/Print Payment Confirmation page. Enter your SEVIS Identification Number, your last name and date of birth exactly as they appear on your Form I-20 or Form DS-2019 and click “Check I-901 Status/Print Payment Confirmation” to proceed.

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You will arrive at the I-901 Transaction Details page, which will provide information about the date SEVP received your payment, the corresponding SEVIS ID, the status of your payment and your transaction. Click “View” to see the transaction details. You should see only the I-901 Fee payments that you have made on this screen, which is usually one.

Click “View” next to a payment...

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...and arrive at the Form I-901 Status page with details on the status of your payment. It also has important information that you should read regarding your visa interview and status changes.

At the bottom of the page, you will see four options:

- “Return to Previous Page” will take you back to the I-901 Transaction Details,
- “Lookup Another I-901 Transaction” will take you to the Check I-901 Status Page,
- “Return to the Welcome Page” to return to the main fmjfee.com page, and
- “Print Payment Confirmation” to print your receipt. You must print your payment confirmation here. It is proof of payment submission and includes a payment confirmation number that you will need to present at the U.S. Embassy or Consulate to receive your student visa.



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If you click “Print Payment Confirmation,” a pop-up will ask you if you want to “Open” “Save” or “Cancel” viewing a payment confirmation.

Slide 25:

You can view your payment confirmation by clicking “Open” or “Save.” The payment confirmation includes your confirmation number, payment date and other important payment details.

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When you return to the I-901 Transaction Details page from the Form I-901 Status page, you have two options at the bottom of the page:

- Click “Lookup Another I-901 Transaction” to return to the Check I-901 Status/Print Payment Confirmation Page to look up payment information for a different SEVIS ID, or
- Click “Return to the Welcome Page” to go to the fmjfee.com homepage.

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You have now completed the I-901 SEVIS fee payment tutorial. For more information, please visit the I-901 SEVIS fee page on *Study in the States* at <http://studyinthestates.dhs.gov/>.