Congratulations! Enclosed is your I-20 or DS-2019. Read the following instructions carefully, and contact us with any questions. We look forward to welcoming you to St. John’s University.

1. REVIEW AND SIGN YOUR I-20/ DS-2019
Review your I-20 or DS 2019 to ensure all information is listed correctly. Notify ISSSO immediately if it contains any errors. **Sign and date your I-20/DS 2019 at the bottom of the first page.**

2. APPLY FOR A STUDENT VISA AS SOON AS POSSIBLE
Most international students are required to obtain an F-1 student visa (if you have a Form I-20) or a J-1 student visa (if you have a Form DS-2019). To apply for a visa, visit travel.state.gov to find the U.S. Consulate or Embassy nearest you. Application procedures, requirements, and processing times vary so contact your local U.S. Embassy or Consulate on how to obtain a student visa.

3. PAY THE $200 SEVIS I-901 FEE
If your I-20/DS-2019 was issued on or after September 1, 2004, and is marked for “initial” attendance (see #3 on your form I-20), you are required to pay the SEVIS I-901 fee.
   **To Pay Online:**
   a) Visit fmjfee.com
   b) Complete the I-901 form online and submit payment using a Visa, MasterCard or American Express. Be sure to write your name EXACTLY as it appears on your Form I-20.
   c) Print a copy of the online receipt.
   **To Pay by Mail:**
   a) Obtain a Form I-901 “Fee Remittance for Certain F,J, and M Nonimmigrants” online at fmjfee.com or by calling The Department of Homeland Security at +011-785-330-1048.
   b) Complete the Form I-901. Be sure to write your name EXACTLY as it appears on your I-20.
   c) Prepare a check, international money order or foreign draft (drawn on U.S. Banks only) in the amount of $200 USD, made payable to “I-901 Student/Exchange Visitor Processing Fee.”
   d) Mail the completed Form I-901 and payment to the address listed on Form I-901.
   **To Pay using the Western Union Quick Pay:**
   a) Visit www.ice.gov/sevis/i901/wu_instr.htm for Western Union instructions.
   b) Print and bring a copy of these instructions along with a copy of the sample form to a local participating Western Union Agent location.

4. PROTECT YOUR DOCUMENTS
Make photocopies of important documents and keep them organized in a portable file during your entire stay in the United States. Important documents include:
   - Passport, visa, I-20 or DS 2019, any previously issued I-20’s or DS-2019s, and health records
   - Proof of financial support, letter of admission and any other correspondence with the University
   - Academic awards and records from past study; high school, college, TOEFL and other reports
   - If accompanied by dependent(s) - spouse or children - bring marriage certificates and birth certificates establishing your relationship with the dependent(s)

**International Student and Scholar Services Office**
St. John Hall, Room 116  Phone: (718) 990-6083 Fax: (718) 990-2070  ISS@stjohns.edu