



International Students  
2014-2015  
Information Regarding Application, SEVIS, I-20, Visa Process  
Matriculation Details (Fees and Insurance)  
Revised July 2014

**Required documents before the I-20 is issued**

To be admitted to Brevard College:

1. Completed application.
2. Official transcripts showing in detail all secondary and post-secondary study. Certified English translations must accompany all documents not presented in English. Photostats must be notarized as true copies of the original documents. *Applicants may be required to use an outside transcript evaluation service if directed by the Admission Committee. Recommended: World Education Services ([www.wes.org](http://www.wes.org)). This process requires a fee (based on the number of transcripts and the languages) and typically is completed within 10 working days. (If you are currently in progress with work, an official, sealed copy will be needed prior to enrollment at the end of your current term.)*
3. Proof of completion of secondary level coursework in the form of an official document (diploma) indicating completion.
4. Students for whom English is not a native language must provide scores from the TOEFL test (Test of English as a Foreign Language). (Brevard College Code #5067). **SAT or ACT test scores may be submitted in lieu of the TOEFL** and must be submitted to be considered for academic scholarship.
5. Proof of ability to pay must be submitted. Information from your bank stating that you have the ability to pay for 1 full year of tuition, room & board and fees minus financial aid. This information must be presented on bank letterhead or sent directly from the bank with the signature of the bank official.
6. Proof of required immunizations signed by a physician along with our completed immunization and medical history forms. (Be sure to include a TB skin test.)

7. Proof of primary medical insurance must be provided before arriving on campus.
8. A Skype interview with an admissions member is also required prior to enrollment for all students for which English is not their first language. This is to ensure the student exhibits the language skills necessary to be successful at Brevard College.

### **Admission Information Required for I-20**

1. Family Name, First (Given) Name, Middle Name
2. Country of Birth
3. Country of Citizenship
4. Date of birth (mo/day/year)
5. Level of education student is pursuing
6. Major
7. English Proficiency
8. Financial Information (Costs and means of support)

### **Once admitted to Brevard College:**

#### Student and Exchange Visitor Information System (SEVIS)

As an F or J international student, you will become part of the Student and Exchange Visitor Information System (SEVIS). SEVIS is a national tracking/monitoring system that will allow the U.S. government to monitor and track various events during your program of study. Brevard College is required to provide the following information through SEVIS:

- |   |   |
|---|---|
| 1. Your name                                      | 6. Date of commencement of studies      |
| 2. Date and place of birth                        | 7. Degree program and field of study    |
| 3. Country of citizenship                         | 8. OPT Occupational Practical Training  |
| 4. Address  | 9. Termination date and reason          |
| 5. Status by semester<br>(enrolled, not enrolled) | 10. Documents related to your admission |

Before students enter the U.S., they must understand that once they arrive, they are committed to following all the rules related to their status. Any violations of status will be reported to the U.S. government. Students who do what is required of their status will not be greatly affected by SEVIS.

## SEVIS Fee

Before applying for an F-1 visa, the student will be required to pay a fee of \$200, called the ‘SEVIS fee,’ to the U.S. Department of Homeland Security. Individuals who are not required to obtain a visa will be required to pay this fee before entering the United States. The fee can be paid by mail, using Form-901, by credit card or through the internet and should be made payable to the Department of Homeland Security. If the student visa is denied, the student will not have to pay the fee again if re-applying for the same visa within 12 months of the denial. The number to call for more information is 212-620-3418.

**The fee is required for all students seeking an F-1 (or J-1) visa from a U.S. Embassy or Consulate for initial attendance at a college or university or initial participation in an exchange program. The fee must be paid before applying for the visa.**

### Fee Payment Process

#### Option #1: Payment by Credit Card

The Department of Homeland Security 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). This is the best option 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.

#### Option #2: Payment by Western Union

This option allows Western Union, in local currency, to collect the SEVIS Fee. More instructions for paying using this option can be found on the SEVIS website at <http://www.ice.gov/sevis/i901/>.

1. Fill out the Form I-901 online at [www.fmjfee.com](http://www.fmjfee.com). A payment coupon will be generated upon completion of the form.
2. Print a copy of the payment coupon and take it to your local Western Union.
3. 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 to your specific visa type.*

4. Present the coupon and your payment to the Western Union Agent for processing.

Payment will be linked to your Form I-901 and your online payment confirmation will be available immediately at [www.fmjfee.com](http://www.fmjfee.com).

#### Options #3: Payment by Check or Money Order

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

- a. Internet-generated coupon. Students can go to the fee payment Web site (<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. Students 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:	Street Address for Courier/Express
Delivery:	
I-901 Student/Exchange Visitor Processing Fee	I-901 Student/Exchange Visitor Processing
P.O. Box 970020	1005 Convention Plaza
St. Louis, MO 63197-0020	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 U.S.

Payment of the SEVIS fee is not limited to the student. DHS will accept fee payment from a third party individual or institution, either in the United States or abroad using any of the options above. 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. **Students should bring the I-901 receipt with them to the 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 I-20 or DS-2019 in order to complete the I-901.
- b. You must have the Brevard College School Code: **ATL214F10048000**

### **Applying for a Student Visa**

**If you are a Canadian citizen this section will not apply to you as you are visa exempt and may apply for F-1 admission directly at a U.S. port of entry with your I-20 and proof of SEVIS payment.**

### **For all others:**

Upon receipt of the Certificate of Eligibility (I-20), the student should make an appointment with the American Consulate or Embassy having jurisdiction over their place of permanent residence. Although a student may apply at any U.S. Consular office abroad, it may be more difficult to qualify for the visa outside the country of permanent residence.

Apply for the student visa well in advance of the date of departure to the U.S. The student must show proof of having paid the Federal SEVIS Fee when appearing for the visa interview. The summer period is very busy at the U.S. embassies and consulates world wide. Appointments are now mandatory for all student visas, and some U.S. embassies and consulates require that appointments be made at least four to eight weeks in advance. All U.S. embassies and consulates have a website for the latest information on visa procedures. Visits: <http://travel.state.gov/links.html> to locate the nearest embassy or consulate.

### **What to Bring to the Visa Interview:**

- Passport
- Required photo(s)
- Visa fee or proof of visa fee payment
- Federal SEVIS Fee payment receipt
- U.S. non-immigrant visa application forms (unless completing them at the consulate or embassy)
- Brevard College Admission Letter

- Brevard College SEVIS I-20
- Test scores and academic records
- Proof of English proficiency
- Proof of financial support
- Evidence of ties to your home country
- Any other documents required by the embassy or consulate

Some information above provided through the University of Cincinnati International Student website.

### **Other information:**

#### Enrollment Fee:

All new students are required to pay a \$250 Enrollment Fee on their tuition. For international students, this deposit must be paid prior to the I-20 being delivered to the student.

#### Health Insurance:

Health Insurance Coverage is required. If you are currently ensured, be sure your policy is valid in the United States. If your policy is not valid, or if you do not currently have coverage, please take the necessary steps to obtain coverage. One solution is a cost effective policy through COMPASS, <http://www.compassstudenthealthinsurance.com/>. Other options are available as well.

#### Immunizations:

North Carolina immunization laws for international students are currently being finalized. You will receive information with the required immunizations in this packet, but international students must also provide documentation of TB (tuberculosis) immunization.

#### Brevard College Catalogue and Student Handbook:

International Students should refer to both the College Catalogue and Student Handbook for guidelines, deadlines and requirements regarding academic and behavioral requirements. Students will receive copies of both upon arrival to campus but both are available on-line on the College's website, [www.brevard.edu](http://www.brevard.edu).

#### Office of Admission Contact Information

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