



SEVIS Fee Options and Procedure

For questions, contact Vickie Unferth at 641-844-5680 or Vickie.Unferth@javalley.edu

Who must pay

All international students applying to Marshalltown Community College must pay this \$350 fee. The SEVIS fee collection form has been designated as Form I-901.

Payment Options

1. Payment in U.S. dollars by credit card over the internet.
2. Payment in U.S. dollars by check or bank draft, drawn on a U.S. bank.

Credit Card Payments

Once the student has received the I-20 form from MCC, Visa, MasterCard or American Express are accepted for payment at the [U.S. Customs & Immigration Enforcement I-901 Fee](#) website. Once payment has been submitted, a receipt can be printed and used for immediate verification of fee payment.

Check or Money Order via Mail

1. **Internet-generated coupon.** The student could go to the fee payment website, 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.
2. **Paper option.** Student may download the Form I-901, complete it, and mail it, with a check or money order, to the address in Missouri.

Either address below may be used:

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

or

I-901 Student/Exchange Visitor Processing Fee
1005 Convention Plaza
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 United States. (Many foreign banks are able to issue checks or money orders drawn on a U.S. bank.)

Payment by Third Party

Payments can be made by any "third party" on behalf of the student, including a program sponsor, friend, family or other interested party.

Receipts and Proof of Payment

A student required to pay the SEVIS fee must be able to prove that the fee has been paid in order to obtain immigration benefits such as a visa, admission to the U.S. or change of nonimmigrant status. The fee should be paid sufficiently in advance to allow verification of the payment to be possible before the request has been granted. Generally:

- If the student plans to rely on electronic verification (meaning the embassy contact person they go to with their request for a visa will be able to see the payment has been made on SEVIS), then the student should mail the fee at least three business days prior to the date verification is needed.
- If the student pays with a credit card over the internet, he or she may print out a receipt online as soon as the payment is made and that receipt can be used immediately as proof of payment, even if it is not electronically recorded in SEVIS yet.
- All SEVIS fee payers will also receive a fee receipt that they can use to prove payment of the fee. This will be mailed by regular mail if the address provided by the student is a U.S. address. If the address is outside of the U.S., the receipt will be mailed via airmail at no additional cost. The payer could also request an expedited courier delivery, by paying \$30 extra. (A contact telephone number and an actual street address must be provided, since the courier will not deliver to a P.O. box.)
- The SEVIS fee cannot be paid directly to a U.S. consulate, port of entry, or USCIS Service Center.

More helpful information can be obtained online at the [U.S. Customs & Immigration Enforcement](#) website.