

(Insert date)

(Insert Address)

Greetings_____, (Insert Name)

Congratulations on your acceptance to Cleary University! We have included in this packet a few items that explain the processes to complete your F-1 status, enter the United States, and arrive at Cleary University to start your degree program.

Information included in this packet:

1. Your I-20 form
2. Your Acceptance letter to Cleary University
3. Canadian information on I-20 and entering the USA.
4. Definitions of commonly used words or phrases
5. How to pay your I-901 fee instructions
6. After obtaining your F-1, preparing for arrival to USA/ Cleary University
7. What to expect your first week of classes
8. Useful resources for F-1 students

On receipt of your I-20, email the Office of International Admissions at:

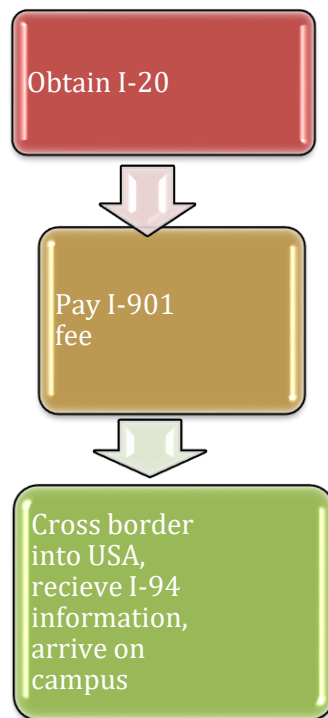
internationaladmissions@cleary.edu to confirm receipt of this packet. If you have any further questions, please feel free to contact us, at your earliest convenience. We look forward to seeing you on campus.

Best Regards,

Office of International Admissions

internationaladmissions@cleary.edu

INSTRUCTIONS FOR PROCESSING I-20 AND CHECK IN PROCESS FOR CANADIAN CITIZENS



Attached is your SEVIS I-20, please follow the instructions below to ensure the proper validation of your I-20.

1. Please review the information appearing in this document for accuracy and notify us of any errors immediately. If everything is correct please sign your name on the bottom of the first page of your I-20.

2. Please bring your original financial documents with you when enter the USA.

3. Pay your I-901 SEVIS Fee <https://www.ice.gov/sevis/i901>

a. It is very important to print out your receipt of payment

c. YOU MUST PAY THIS FEE PRIOR TO CROSSING THE BORDER TO ENTER THE USA

4. You may not enter the USA on your I-20 more than 30 days before the program start date

a. If you plan on visiting the USA or university before that date, do not travel with your I-20. You can travel to the USA without a visa, just as a tourist

b. When you cross the border initially with your I-20: Stop at the customs booth and indicate you have an I-20 for processing. You will need to park your vehicle and go inside to have your I-20 reviewed and processed

c. You can not have your I-20 processed when you are leaving the USA, it must be done when you enter the USA the first time with your I-20; please do not try when you are leaving

Required Documents when crossing the border with your I-20:

A. Your valid passport

B. Your I-20 document

C. Your original financial documentation (see attached) it is your responsibility to make sure you are registered as a full time student on your student portal and print out your itemized bill,

which will include your tuition, scholarship offer (NOTE: for your first semester your Academic Advisor will register you).

D. Acceptance Letter to Cleary University (see attached)

E. Processing fee(\$6 USD) for the I-94 card. Generally, there are no additional fees, however if you are coming by land the I-94 card will cost \$6.00. The replacement fee is over \$100 USD- Please do not lose it!

F. I-901 SEVIS payment Receipt

(Continuing part- time border commuter students should bring the previous semester I-20 document with them as proof of continuation of status and receipt of SEVIS payment.)

5. It is mandatory to attend the “International Student Orientation”. You must also have your I-20 signed every semester on(page 2) EVERY SEMESTER. This check in process must be done on the first day of classes, but not before. Please bring your I-20, and I-94 card that was issued at the point of entry into the USA. You will be given a digital copy of your I-94 when you arrive by plane. You must be registered as a full time student, or your I-20 will not be signed.

6. If you have any questions please contact the DSO’s and PDSO’s:

Cassandra Tarnowski

Director of International & Graduate Admissions/DSO

ctarnowski@cleary.edu Direct: 517.338.3314 1 800 686.1883 EXT: 1051

Elizabeth Noel

International Admissions Coordinator/PDSO

enoel@cleary.edu Direct: 517.338.3314 1 800 686.1883 EXT: 1058

Angela Kuhlman

Director of Academic Success/DSO Cleary University

akuhlman@cleary.edu Direct: 517.338.34321 800 686.1883 EXT: 1552

Lance B. Lewis

Provost and Chief Academic Officer / DSO

llewis@cleary.edu Direct: Phone: 1 800 686 1886 EXT: 1401

Commonly Used words regarding International Students in the USA

Definitions:

I-20: "When you are accepted into a Student and Exchange Visitor Program-certified school, the designated school official will issue you the Form I-20, "Certificate of Eligibility for Nonimmigrant (F-1) Student Status – For Academic and Language Students." Except for the name of the form, the information on both forms is the same. **Both forms** A student and the student's dependents must have a Form I-20 to apply for a student visa (**except Canadian citizens**), to enter the United States and apply for benefits.

I-901 fee: In 2004, the U.S. Congress mandated all international students and exchange visitors must pay the I-901 SEVIS Fee, which funds the Student and Exchange Visitor Program (SEVP) and SEVIS. This fee is separate from visa fees and school SEVIS administration fees.

2.F-1 Visa: Non – immigrant classification a student receives using their I-20 form. This title of the visa that students will receive from the US Department of State, showing that you are approved to enter and study at SEVP certified schools with an academic program. The visa interview process is done in the applicant's home country at the nearest USA consulate or embassy. Student must maintain F-1 status while in the USA. **NOTE: Canadian citizens who are F-1 students do not need visas.**

3 USA Consulate/ Embassy: Offices where various services are performed, including visa appointments, visa approvals, etc. Please follow the link provided to see where the closest Consulate or Embassy in your home country. <https://www.usembassy.gov/>

DSO: The Student and Exchange Visitor Program (SEVP) requires every school it certifies to have a principal designated school official (PDSO). Each program or institution may also have additional designated school officials (DSO) that provide support to F-1 students.

4. PDSO: PDSO fulfills the same role as DSO with the additional responsibilities:

a. Main point of contact for SEVP b. Must make updates to DSO information in SEVIS

1 <https://studyinthestates.dhs.gov/2015/02/what-is-the-form-i-20-and-when-do-i-need-it>

2 <https://www.ice.gov/sevis/i901> 3 <https://studyinthestates.dhs.gov/2015/10/new-infographic-helps-explain-the-difference-between-f-and-m-students> 4

<https://studyinthestates.dhs.gov/2015/03/know-the-difference-between-a-pdso-and-a-a>

c. Must file for recertification

The PDSO and DSO are your main contacts with information and help regarding maintaining your F-1 student visa

5. SEVIS: The Student and Exchange Visitor Information System (SEVIS) is the web-based system that the U.S. Department of Homeland Security (DHS) uses to maintain information regarding:

Student and Exchange Visitor Program (SEVP)-certified schools:

- F-1 and M-1 students studying in the United States (and their F-2 and M-2 dependents).
- U.S. Department of State-designated Exchange Visitor Program sponsors.
- J-1 visa Exchange Visitor Program participants (and their J-2 dependents).

On behalf of DHS, SEVP manages SEVIS. The system is a critical tool in SEVP's mission to protect national security while supporting for educational the legal and cultural entry and exchange stay of the programs.

5 <https://studyinthestates.dhs.gov/about-sevis>

SEVIS Fee – I-901: Information provided comes directly from the website: <https://www.ice.gov/sevis/i901/faq>

I-901 Sevis Fee Payment Process:

In general, you need to:

- Either be currently enrolled in an approved school or exchange visitor program or have been accepted into one. You will need a Form I-20.
- Determine if you need to pay the fee. For more information, see the section, Do I pay the fee?
- Pay the fee in time to have it processed before a consular or DHS official must make a decision about your visa, entry into the United States or other application where the fee is required.

Form I-901:

You will need to fill in a Form I-901 with information from your Form I-20 and pay the required fee. For most people, the I-901 SEVIS Fee is \$200. See the Fee Amount Chart for more detailed fee information.

You can fill in the Form I-901 online at www.fmjfee.com or complete a paper version. If you have Internet access, completing the form online will help ensure that you provide all the information in the correct format. This helps speed processing. ****We always recommend completing the form online.****

Paper forms are scanned and read by machine. If information is missing or hard to read, the form will be manually reviewed. SEVP will attempt to fill in missing or hard-to-read information. This could cause a short delay in processing your form or could result in the form being returned to you for correction. When using a paper form, please print clearly. Your SEVIS ID number, last name (surname or family name) and date of birth are critical data elements. These are needed to match the information on your Form I-20.

Payment Options

You can pay your fee by credit or debit card if you are submitting your form online. See the section on credit and debit cards for more information about the cards SEVP will accept.

You can pay by international money order or check drawn on a financial institution in the United States and payable in United States currency. (See the section on payment by check or money order for more information.)

Checks are accepted subject to collection. If the bank on which it is drawn does not

honor the check, you will be charged a \$35 fee.

- If you fill in the Form I-901 online and choose the option to pay by check or money order, you will be able to print a payment coupon. There is a control number on the top of the coupon. Write the control number, your name and your SEVIS ID number on your check or money order and attach the coupon.
- If you use a paper Form I-901, write your SEVIS ID number and name on your check or money order and attach the form before sending it in.
- Western Union Quick Pay is also an accepted method of payment for the I-901 fee.
- Applicants choosing to pay their I-901 Fee by Western Union will be required to fill out the Form I-901 on the website prior to visiting Western Union. You must have the coupon number in order to complete the payment at Western Union. For detailed payment instructions using Western Union Quick Pay, please see: <http://www.ice.gov/sevis/i901/wu-instructions>

Record of Payment

An electronic payment confirmation kept in the SEVIS I-901 fee payment system will serve as proof of payment for the SEVIS I-901 fee. The SEVIS ID on the payment confirmation receipt must always match the SEVIS ID on the student's most current Form I-20, unless the F-1 student is considered a border commuter student. If the SEVIS ID is different, please email fmjfee.sevis@ice.dhs.gov to confirm if a new I-901 SEVIS Fee payment is required.

The printed confirmation can be printed from www.fmjfee.com at any time.

See the section on receipts for more information.

Currently, the options for individuals to pay the fee are by credit or debit card via the Internet, by check or money order mailed to SEVP and by using Western Union Quick Pay. Any organization or individual may use one of these payment methods to pay on behalf of a student or exchange visitor. See Payment Overview for more information.

Checklist for I-901 Payment:

Completing the Form

You can complete the form online at www.fmjfee.com or on paper. The section, where can I get a copy of the Form I-901? has details on getting the form.

You will need a copy of your Form I-20 for the school you wish to attend.

If filling in the Form I-901 online, the system will prevent most errors. The most important information for the online system is your SEVIS ID number. Be careful to enter this number correctly.

Checklist for Paper Form I-901

-Legible printing -SEVIS ID number is correct and matches your Form I-20 -Your last name is entered exactly as it appears on your Form I-20 -You have given your current address -Your date of birth is entered exactly as it appears on your Form I-20 -You have correctly indicated the fee amount -Payment

Currently there are three ways to pay the fee:

-Credit or debit card when paying online

-Check or money order with a coupon printed from the online Form I-901 or with a paper Form I-901 mailed to SEVP

Western Union Quick Pay

Checks are accepted subject to collection. If the bank on which it is drawn does not honor the check, you must repay the I-901 SEVIS Fee and pay an additional \$30 fee to DHS Debt Management Center. See the section on returned (bounced) checks for more information.

The payment must be submitted for the exact amount of the fee due. Your payment will be returned if you:

-Do not send a payment coupon or paper Form I-901 with payment -Send a payment in the wrong amount

However, SEVP is not responsible for returned payments that are lost in transit.

Checklist for Paying by Check or Money Order

Use this checklist when paying by check or money order.

- The payment is by international money order or a foreign draft drawn on a financial institution in the United States and payable in United States currency. For more details, see the section on payment by check or money order - Your name and SEVIS ID number are on the check or money order - The check or money order is made out to I-901 Student/Exchange Visitor Processing Fee - If you are using a coupon printed from the Internet, find the control number on top of the coupon and write it on your check or money order

- Write your name and SEVIS ID number on your check or money order - Attach your check or money order to your coupon or paper Form I-901 -Mailing the Form and Payment

Ensure your payment envelope has your correct return address. Also, be sure the envelope has both your payment and your coupon or Form I-901. Send to:

By Mail

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

By Courier (to expedite delivery to SEVP)

I-901 Student/Exchange Visitor Processing Fee 1005 Convention Plaza St. Louis, MO 63101 United States Phone Number: 1-314-425-1809 (United States Country Code 011)

Preparing to Arrive on Campus: Checklist

Notify internationaladmissions@cleary.edu you and are planning to attend Cleary University as soon as possible complete the housing application- <https://www.tfaforms.com/4648809> and pay the \$100 (USD) housing application fee. You will also need to select a meal plan if you are staying on campus. Any questions please email housing@cleary.edu

Book your plane ticket to the USA, for arrival into the DTW(Detroit Metropolitan airport) - send Itinerary to internationaladmissions@cleary.edu

1. if you are planning on traveling by car to campus, please let international admissions, and housing knowof your arrival date and time
2. Settle up personal affairs at home
3. If you require housing on campus(most incoming undergraduates do, graduate students is optional) you must complete the housing process prior to your arrival
4. Attend international orientation, provide current address, copy of I-94, and health insurance(if obtained before).
5. Contact businessoffice@cleary.edu to pay tuition or arrange a payment plan.

First Week of Classes

Undergraduates:

1. Check in with housing and move into your new home housing@cleary.edu
2. Attend the online Academic Success Orientation Webinar
<https://www.cleary.edu/new-student-orientation/undergraduate-student-orientation/>
3. Attend on campus New student Orientation <https://www.cleary.edu/new-student-orientation/>
4. Attend International Mandatory Student On Ground Orientation
<https://www.cleary.edu/new-student-orientation/international-orientation/>
5. Set up payment or payment plan with the business office businessoffice@cleary.edu
6. Obtain health insurance, bank account, cell phone, books and supplies for classes (information will be given at the Mandatory International on ground orientation)
 - a. List of books for courses
https://docs.google.com/spreadsheets/d/1QatSH_AH_ZsV5wRHYr_xr0EP-vMr7rRITq5eDAG2nYI/edit?usp=sharing
7. Attend classes and enjoy your first week in the USA!

Graduates:

1. Check in with housing and move into your new home housing@cleary.edu, or obtain off campus housing
 2. Attend the online Academic Success Orientation Webinar
<https://www.cleary.edu/new-student-orientation/undergraduate-student-orientation/>
 3. Attend International Mandatory Student On Ground Orientation
<https://www.cleary.edu/new-student-orientation/international-orientation/>
Business office will be at orientation to set up a payment plan or take first payment. If you have questions about
 - Make sure you are arriving on time for the Mandatory International Orientation, information has been provided with your acceptance letter, if not contact international admissions
- If you need a pick up from the airport, you will need to let the international admissions team know at least two days **before your arrival.**

4. Set up payment with the business office businessoffice@cleary.edu 5. Obtain health insurance, bank account, cell phone ,books and supplies for classes(information will be given at

the Mandatory International on ground orientation)

a. List of books for courses

[https://docs.google.com/spreadsheets/d/1QatSH_AH_ZsV5wRHYr_xr0EP-](https://docs.google.com/spreadsheets/d/1QatSH_AH_ZsV5wRHYr_xr0EP-vMr7rRITq5eDAG2nYI/edit?usp=sharing)

[vMr7rRITq5eDAG2nYI/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1QatSH_AH_ZsV5wRHYr_xr0EP-vMr7rRITq5eDAG2nYI/edit?usp=sharing) 6. Attend Classes and Enjoy your first week in the USA!

Useful Resources for International Students:

Regarding maintaining status while on F-1 visa, change of status, helpful information about the USA:

<https://studyinthestates.dhs.gov/>

<https://www.uscis.gov/>

<https://educationusa.state.gov/>

International Admissions team members:

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Elizabeth Noel- International Student Admissions Coordinator SEVIS: PDSO
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Lance Lewis - Provost and Chief Academic Officer: SEVIS DSO llewis@cleary.edu

Justin Choate- Graduate Assistant for International and Graduate Admissions:
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