Transmittal Form for Rutgers SEVIS Administration Fee

****Please note that any partial month of the I-20 request should be counted as a full month for proper fee calculation below.****

Name of Student: _____________________________________________________________

(Last)                                          (First)

Dates covered by the I-20 currently requested: From ___________ To ___________

(MM/DD/YY)      (MM/DD/YY)

Sponsoring Unit/Campus: ______________________________________________________

Contact in Sponsoring Unit: ___________________________________________________

(Name)                            (Phone)                      (E-mail)

A journal entry to transfer funds from Account # ____________________________-3100
(Account from which sponsoring unit is paying)

to “NB SEVIS Fee Account”, fund source 288624, Org. ID# 10216, natural account 09700.

The amount of the journal entry was calculated as follows (complete as appropriate and enter the total in the box below):

For F-1 Student: $125 one-time fee per full term of the F-1’s current program = $________

For F-2 Spouse: $50 one-time fee per full term of the F-1’s current program = $________

Spouse’s First Name: ______________

For F-2 Child #1: $25 one-time fee per full term of the F-1’s current program = $________

Child’s First Name: _______________

For F-2 Child #2: $25 one-time fee per full term of the F-1’s current program = $________

Child’s First Name: _______________

Total amount transferred via journal entry $________

Date Transferred ___________

JE Reference Number ___________

FEE REFUND POLICY: If the Center has already issued an I-20 for an F-1 student, and the student subsequently cancels for any reason, the sponsoring department can expect partial refund of the SEVIS Administration Fee as follows:

If the Center is notified in writing of the cancellation prior to the start date noted on the I-20 form, a full refund minus $20 (one month’s fee) may be requested.

If the Center is notified in writing of the cancellation during the first 30 days covered by the I-20 form, a full refund minus $40 (two month’s fee) may be requested.

If the Center is notified in writing of the cancellation any time after the 30th day covered by the I-20 form, no refund may be requested.

Updated 09/2014