



425 I Street, N.W.
Washington, DC 20536

MEMORANDUM FOR DESIGNATED SCHOOL OFFICER OF SEVIS PRELIMINARY
ENROLLMENT SCHOOLS

FROM: Jill Drury /S/
Director,
Student and Exchange Visitor Program (SEVP)

SUBJECT: Preliminary Enrollment Fee Payments and Site Visits – Final Notice

This memorandum is to remind those schools approved as preliminary enrollment schools that the deadline for completion of the application process is May 14, 2004.¹ SEVP is working to complete the application process, to include scheduling site visits for schools. Before we can conduct a site visit, however, your school must pay the required fee. As of March 15, 2004, we have not received payment from over 400 preliminary enrollment schools. SEVP encourages schools to pay the fee as soon as possible, so we can conduct a site visit before the Congressional deadline. If you believe your school has paid the fee and you have not heard from SEVP, please contact us as soon as possible to determine the status of your application.

The application fee for participation in the program is \$230 for the application and \$350 for each campus listed on the application. Schools should pay the fee by visiting pay.gov at <https://ins-schools.iccc.gov>. You must pay online via credit card or online check Automated Clearing House (ACH). At this time we are unable to accept a paper check. If your school requires an invoice to process a payment, please email SEVP at schoolcert.SEVIS@dhs.gov with the subject "Invoice Request" and state your approved school code and that you would like to receive an invoice.

Once you have paid the fee, send an email message to SEVIS through the School Certification mailbox with the subject "Payment Processed", with the following information: remittance ID # (confirmation of payment on pay.gov) and school name. Ensure that your school name is the same as those listed on your Form I-17 petition. If you need to update any information on your application, please do so **prior** to emailing the SEVIS Toolbox at Toolbox.SEVIS@dhs.gov. Please do not submit a new application.

¹ The Student and Exchange Visitor Program pre-approved these schools as Preliminary Enrollment Schools if they submitted their original applications prior to September 25, 2002, and met the appropriate criteria to be pre-approved.

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Once we receive your message, we will schedule a site visit. We strongly recommend that you submit the appropriate fee and your updated application as soon as possible. This will enable us to schedule your site visit and adjudicate your application by May 14, 2004. The later you pay the fee, the less flexibility you will have in scheduling the site visit. Failure to comply with these recommendations could delay adjudication of your application and may jeopardize your SEVIS approval.

If you believe your school has paid the required fee but have not heard from SEVP or you have any questions regarding this process, we encourage you to call the School Certification Branch at (202) 353-2346. Also, you may send an email message to schoolcert.SEVIS@dhs.gov with the subject "*Preliminary Memo*". If you are having difficulty in updating your Form I-17 petition, you may contact the SEVIS Help Desk at (800) 892-4829. Additional information can be obtained by visiting our website at <http://www.ice.gov/graphics/enforce/imm/sevis/index.htm>.