



Department of Homeland Security
Bureau of Immigration and Customs Enforcement

SEV 70/23.14.2

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

December 17, 2003

**MEMORANDUM FOR DESIGNATED SCHOOL OFFICES OF SEVIS PRELIMINARY
ENROLLMENT SCHOOLS**

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

SUBJECT: Preliminary Enrollment Fee Payments and Site Visits

This memorandum is to remind those schools approved as preliminary enrollments Schools that the deadline for completion of the application process is May 14, 2004.¹ SEVP has begun the process needed to finalize 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 (\$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 may 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 toolbox.SEVIS@dhs.gov (SEVIS Toolbox) 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 Toolbox with the subject "*Payment Processed*", with the following information: 1) remittance ID # (from your confirmation of payment on pay.gov); 2) school name; and 3) school code. Ensure that your school name and school code are the same as those listed on your I-17 application to SEVIS. If you need to update any information on your application, please do so **prior** to emailing the SEVIS Toolbox. Please do not submit a new application.

Once we receive your message, we will schedule a site visit. We strongly recommend that you submit the appropriate fee and your updated application prior to February 1, 2004. This will enable us to schedule your site visit and adjudicate your application by May 14, 2004. Failure to comply with these recommendations could delay adjudication of your application and may jeopardize your SEVIS approval.

¹ The Student and Exchange Visitor Program pre-approved these schools as Preliminary Enrollments 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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PAGE 2

If you have any questions regarding this process or feel you have received this memorandum in error, you may contact the School Certification Branch at (202) 305-2346 or you may send an email message to the SEVIS Toolbox with the subject "*Preliminary Memo*". If you are having difficulty in updating your I-17, 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>.