

# SEVIS and MRV FEE REIMBURSEMENT FORM

## For GSIs and GSSAs

If your SEVIS and/or MRV fee has been paid or reimbursed by any source other than your own money (e.g. a scholarship or grant), you are not eligible for that specific reimbursement. This form may be used for reimbursement of both fees at the same time or each fee individually.

Name (last, first)

UM ID #

UM email

Employing Department

Local Address, City, Zip Code

Phone Number

Your first term and year of employment as a GSI/GSSA (e.g. Fall 2015)

Graduate Student Instructor (GSI)

Graduate Student Staff Assistant (GSSA)

SEVIS ID Number (All SEVIS ID numbers start with the letter N. On your I-20, the number is at the top of the first page. On the DS-2019, the number is on the top right-hand side of the page in the box above the barcode)

SEVIS Fee

Amount Paid

Date Paid

MRV Fee

Amount Paid

Date Paid

Is a copy of your SEVIS and/or MRV Fee receipt attached? (A copy of your SEVIS/MRV Fee receipt is required to receive a reimbursement.)

Yes

No

Administrator Signature

Administrator Name

Date Received

Date Processed

## SEVIS/MRV Fee Reimbursement Information

### What is the SEVIS fee?

The SEVIS fee is a required expense for all international students unrelated to becoming an Employee of the University.

### What is the MRV fee?

The Machine Readable Immigration Visa fee or Nonimmigrant Visa Application Fee is an expense incurred during the visa process. Applicants should have received a receipt upon payment of the visa application fee. You paid this fee when you booked your appointment with a U.S. embassy or consulate.

### What are the eligibility criteria for receiving this reimbursement?

- If you have had the SEVIS/MRV fee reimbursed by another source, you are not eligible for a SEVIS fee reimbursement.
- The reimbursement form must be submitted within the first **four** semesters of employment as a GSI or GSSA at UM. This is not the same as the number of semesters enrolled at UM.
- You must be a GSI or GSSA to receive a reimbursement. GSRAs are not eligible.

### I originally paid the SEVIS/MRV fee while studying at a different university, can I still get reimbursed?

Yes. If you have yet to have your fee reimbursed (e.g., by your undergraduate institution) and you have not been employed for more than four semesters as a GSI/GSSA at UM, you are eligible for a reimbursement.

### I received my reimbursement, but I didn't get the full amount I paid. Why?

It is likely that some taxes were withheld on the reimbursement. Check your pay stub for details.

### How do I get the SEVIS/MRV fee reimbursement?

To receive your reimbursement, fill out the reimbursement form above and submit it to your department administrator or the graduate student coordinator in your employing department.

You will need to attach a copy of your SEVIS/MRV fee receipt. The receipt should include your name, the amount paid, and the payment date. You can obtain a copy of your SEVIS fee receipt by following these steps:

- Go to [FMJFEE Website](#) and click "Check I-901 Status"
- Fill in your SEVIS identification number (found on your I-20), last name, and date of birth
- Click "Check Status/View Payment Confirmation"
- Click "View Payment Confirmation"

If you encounter difficulties, you can call the U.S. Department of Homeland Security customer service hotline at (US) 1-212-620-3418 or email [fmjfee.SEVIS@dhs.gov](mailto:fmjfee.SEVIS@dhs.gov). Put "Copy of Receipt" in the subject line of your email and include your SEVIS ID number, your original receipt number (if available), your full name, and date of birth. You should also include the address where you would like to have the receipt sent.

To obtain a copy of your MRV (Nonimmigrant Visa Application Fee), contact the United States Embassy or Consulate where you applied for the visa.

See Article X, Section H of the Collective Bargaining Agreement between the University of Michigan and the Graduate Employees' Organization for further details.