



Archdiocese of San Francisco
Department of Catholic Schools



Student and Exchange Visitor Program I-20 Application Process

Prospective nonimmigrant students must apply to each SEVP-Certified school they wish to attend, by submitting an application for admission. A list of SEVP-certified schools is available on the SEVP Website at <https://studyinthestates.dhs.gov/school-search>. Prospective students must pay the \$350 SEVIS I-901 fee from their country's home embassy, before applying for a student visa. There is a \$150.00 (DCS) local processing fee for I-20.

Form I-20 A

Instructions How to Apply

Student must be accepted for admission to a parish or archdiocesan school before submitting any paperwork to the Department of Catholic Schools.

The following items must be submitted to the Department of Catholic Schools:

1. Signed Form I-20 C: School Application for I-20 (Attached)
2. Form I-20 D
 - *Note: Please note that a foreign address and a local address are required fields on this form. If parents of student will not reside in the country of citizenship at the time of application, please include the address of another relative living in the country of origin).*
3. If student will reside in the United States with someone other than his/her parents, the “Authorization for Adult to Act as Custodial Parent”
Form I-20 E must be filled out and signed by an authorized Notary Public.
 - *Note: The custodian is responsible for the Department of Justice (DOJ) Document-Affidavit of Support, available from the DOJ's Office.*
4. Proof of Financial Responsibility (Form I-20 F).
 - If parents will be financially responsible for the student's tuition and living expenses, a certified letter from a bank or financial institution verifying that parents have the total amount of one year's tuition plus an additional \$1000.00 for living expenses on deposit with the financial institution. Currency must be converted into American dollars.
 - OR if a guardian will be responsible for the student's tuition and living expenses, a copy of the guardian's most recent 1040 income tax form can be submitted.
5. A copy of the students previous school(s) transcripts translated into English.
6. A copy of student's passport.
 - *Note: if your student has a current Visa, please send a copy along with your passport photo.*
7. A cashier's check or money order for \$150.00 (processing fee) made out to “Department of Catholic Schools”
8. After receiving the Initial F-1 I-20, your prospective students must pay the \$350.00 SEVIS I-901 fee from your home country's embassy, prior to applying for a student visa.
9. Once you receive your USA Visa send a photo copy Fordd@sfarch.org.
10. You will receive your students final Active I-20 to start school for the upcoming year.
 - *Note: Your student must have an Active I-20 to study in our schools. Also if your student decides the travel, the school and the Department of Catholic School but be notified before traveling.*

Form I-20 B
School's Submission of Paperwork

Mail all items listed to:

Department of Catholic Schools
Attn: Designated Signing Officer
One Peter Yorke Way
San Francisco, CA 94109

If you have any questions call the Department of Catholic Schools or email your inquiries to:

Diamond Ford

(415) 614-5660

fordd@sfarch.org

All necessary I-20 Forms are available to principals in the secure
Login area at <https://schools.sfarch.org/international-students-i-20-program>

Please advise the Department of Catholic School if you student will be transferring from another school.

Form I-20 C

School Application for I-20

Student must be accepted by school of choice prior to submitting this Application for I-20 to the Department of Catholic Schools.

All fields in the table must be completed. Failure to provide information will delay processing this request for an I-20

Please print or type clearly

Name of School	
City	
Program/School Start Date	
Program/School End Date	
Grade student will enter school	
Total Tuition, Fees	\$
Estimated Books, Misc.	\$
Living Expenses	\$
Expected Date of Graduation	
Is student proficient in English?	
If not, how do you intend to justify this requirement?	

Signature of Head of School

Date

The Principal or designated signing officer (DSO) must sign this application. By signing, you are verifying that the student has been accepted for school. This means the transcripts have been examined and any necessary testing is completed to ensure the student has the skills to function in the school's environment.

Form I-20 D

Student's Personal Information

Accurately complete every field in the table. Failure to provide all information will delay processing of your I-20.

Please print or type clearly

Student's Family Name*	
Student's First Name*	
Middle Name (optional)	
Suffix (Jr., etc.)	
Month of Birth*	
Day of birth*	
Year of Birth*	
Gender	
Country of Birth*	
Country of Citizenship*	
Foreign Mailing Address *	
City*	
Province/Territory	
Postal Code*	
Country*	
United States Street Address **required**	
City*	
State*	
Zip Code*	
Guardians/Parent Point of Contact:*	Phone: Email:

Return this completed form to your school of choice, along with copies of the following documents and Payment:

1. Copy of student's passport
2. Custodial Parent Consent Form (if necessary)
3. Copy of Student's transcript(s)
4. Proof of financial responsibility
5. Cashier's check or money order for \$150.00 made out to the Department of Catholic Schools.
6. Parents or Guardian personal contact information (Phone number and Email address)

Your school of choice will submit the documents to DCS for final signature and processing. Please mention* if you would like the signed I-20 will be sent via USPS Priority to the student's foreign address upon request.

Form I-20 E
AUTHORIZATION FOR ADULT TO ACT
AS CUSTODIAL PARENT

*To be used when student will reside with
someone other than parents*

I, (we) _____ and _____
Name of Father Name of Mother

Hereby state that I am (we are) the natural parents of _____
Name of Child

A minor, age _____, born on _____ (we) authorize
_____ and / or _____
Custodial Adult Spouse of Custodial Adult

To act on my (our) behalf in all school matters, such as, but not limited to, signing absence verifications, approving field trips, acknowledging notifications, and signing other authorizations, including, but not limited to, medical decisions and or treatment in accordance with provisions of Education Code 49407 and/or 49409.

Dated this _____ day of _____ 20 _____

Signature of Parent

Signature of Parent

Witnessed by: _____
(Signature of Notary Public or American Consulate) Date

Form I-20 F

Proof of Financial Responsibility

If parents will be financially responsible for the student's tuition and living expenses, a certified letter from the bank/financial institution verifying parents have the total amount of one year's tuition plus an additional \$1000 for living expenses on deposit with the financial institution is required or a copy of the parent's current Bank Statement. Currency must be converted into American dollars.

OR

If a guardian will be responsible for the student's tuition and living expenses, a copy of the guardian's most recent 1040 Income Tax Form must be submitted.

Paying the I-901 SEVIS Fee

Regulation requires all prospective F and M students to pay the I-901 Student and Exchange Visitor Information System (SEVIS) Fee before the Department of State issues you a visa. To pay the I-901 SEVIS Fee, visit FMJfee.com to access the SEVIS Form I-901. Watch the [I-901 SEVIS Fee payment video](#) to learn about each step of the payment process.

Who Pays the I-901 SEVIS Fee

- All prospective F and M students from countries where a visa to travel to the United States is mandatory.
- All prospective F and M students from visa waiver countries (before seeking admission at a U.S. port of entry).
- Any nonimmigrant in the United States applying for a change of nonimmigrant status to F-1 or M-1 status (before applying for a change of nonimmigrant status).
- An F or M student applying for reinstatement of student status due to a violation of status needs to pay the I-901 SEVIS fee when that student has been out of status more than five months (payment should be made prior to submission of the application to U.S. Citizenship and Immigration Services).
- An F or M student who has been absent from the United States for more than five months and wishes to re-enter the United States to return for further study in the same course of study (before re-entry into the United States).
- There is an exception for students who have been working toward completion of a course of study for a [Student and Exchange Visitor Program \(SEVP\)-certified school](#) in authorized overseas study. Contact your designated school official (DSO) if you believe this applies to you.

A dependent of an F-1, M-1 or J-1 student who will be applying for an F-2, M-2 or J-2 visa does not have to pay an I-901 SEVIS Fee.

How to Pay the I-901 SEVIS Fee

- A prospective F or M student with a country of citizenship or country of birth of Cameroon, Ghana, Kenya, Nigeria or Gambia must pay by money order, Western Union Quick Pay or certified check drawn from a U.S. bank. All other prospective F or M students also have the option to make a credit card payment on FMJfee.com.
- SEVP will accept third party payments, meaning someone else can pay your I-901 SEVIS Fee using the same method of payment. For students who cannot pay the fee by credit card, third party payers are also restricted from paying the fee by credit card.
- Visit [SEVP's website for instructions on how to complete the Western Union Quick Pay/Quick Collect form](#).
- You can access the [PDF version of the SEVIS Form I-901](#) on SEVP's website. Print and mail in your paper SEVIS Form I-901 with your check or money order, according to the instructions on the form.
- For detailed instructions or for assistance on how to make an I-901 SEVIS Fee payment, call the SEVP Response Center at 703-603-3400.

Print a Receipt

In order to get your student visa, you must present proof of your I-901 SEVIS Fee payment at your visa interview.

- The printed confirmation will serve as proof of payment for the I-901 SEVIS Fee.
- Print a receipt of payment after you have completed your I-901 payment on FMJfee.com.
- If you would like to request corrections to your I-901 SEVIS Fee receipt because you have noticed misspellings, would like to go to a different school, or would like to transfer your payment to a new SEVIS record, you must first e-mail a detailed request to FMJfee.sevis@ice.dhs.gov.

Other information

Because of the high volume of fee transfer and change requests, please e-mail your request a minimum of two weeks before your visa interview to ensure enough time to complete the changes. You can check the status of your request by logging into FMJfee.com to review the status of your correction and print your I-901 SEVIS Fee receipt. Within two weeks, if your requested changes are not complete, please contact the SEVP Response Center at 703-603-3400.

Contact your DSO if you are applying to do the following:

- Extend your student status.
 - Transfer to another school.
 - Receive authorization for optional practical training.
- For more information, see the [SEVIS I-901 Fee Frequently Asked Questions page](#) on SEVP's website.