

### **General Information on Applying for an M-1 Student Visa:**

Applying for and receiving a student visa for the United States can be a lengthy process, and the amount of time required can vary from one country to the next. It also may depend upon the time of year. Most of our embassies have web sites that can give you advice about how much time is required; however, we recommend that you apply for a course that begins at least two to three months in the future to allow sufficient time. **(Note: Citizens/residents of Nigeria, Ghana, Cameroon, Kenya and Canada – please see the special notes at the end of these instructions.)**

Once we have issued the I-20 form, Sheffield School is not responsible for delays in the visa process. It is the responsibility of the student to provide adequate time to receive the student visa before the course starting date.

**Very important for international students. PLEASE BE SURE TO HAVE YOUR ORIGINAL I-20 FORM THAT WE SENT YOU IN HAND WHEN YOU TRAVEL. YOU NEED TO GIVE IT TO THE INSPECTOR ALONG WITH YOUR PASSPORT WHEN YOU ENTER THE COUNTRY.**

The following is a basic outline of the steps required for those students who will apply for a student visa...

- Submit your completed application for admission to Sheffield School of Aeronautics, along with your Registration Fee of \$500, your processing fee for \$300 and a minimum tuition deposit of either \$1,000, as well as the Phase I Tuition for accelerated courses. Also, please send a copy of the personal information page from your passport with your initial application – we cannot generate the I-20 form without it. We may request additional documentation before we can process the I-20 form.
- Once we have received the above, we will generate your enrollment paperwork and your I-20 form. We will send these documents to you via FedEx.
- Prior to your visa appointment, you must pay an additional fee to the US government called the SEVIS I-901 fee. This \$350 fee is charged by the United States government to maintain their student visa computer database system and offset their expenses in offering student visa appointments. (This is NOT the same as the Processing Fee that you pay to Sheffield School of Aeronautics. The Sheffield Processing Fee covers FedEx shipping costs and helps us to defray the costs that we pay to the government to be able to offer the I-20 form.)
- Separate instructions on how to pay the government I-901 fee will be sent to you along with your I-20 form, but you should watch the I-901 SEVIS Fee Payment Tutorial video available at <https://studyinthestates.dhs.gov/i-901-sevis-fee-payment-tutorial>; this will provide instructions on how to pay via credit card or via Western Union, which are the two most common methods. You will then need to visit the web site [www.fmjfee.com](http://www.fmjfee.com) to initiate the payment process. **NOTE: If you do not have proof of payment of the I-901 fee prior to going to the U.S. embassy, you will not be allowed to sit for your appointment!** Payment of the I-901 fee is the student's responsibility, and Sheffield School will not pay this fee on the student's behalf.
- After paying the I-901 fee, visit the web site <https://studyinthestates.dhs.gov/2018/08/students-prepare-for-your-visa-interview> and view the additional steps to find out how to make the visa appointment and fill out the on-line visa application form DS-160. You must schedule an appointment prior to going to the embassy. Please note that wait times at some of our embassies for these appointments could be in weeks or even months, so please begin the process as early as possible.
- When you go to the embassy for your appointment, you will need to take your I-20 form, the printed DS-160 visa application form, receipt for I-901 fee payment, your enrollment paperwork, and the other items listed in the web site above. In addition, you will need to provide proof of your financial ability to support yourself while you are in the United States. In addition, you will need to provide evidence of strong ties to your home country, including family ties. If your company is sending you to school, be sure to take proof of your employment – it is a good idea to have a letter from your company stating that they are sending you to attend the course, and if they are paying your living expenses while you are here, then it is best if they include a statement to that effect.

*(Please see other side)*  
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- You will be advised at your visa appointment of any additional steps you must take after the appointment ends, and when you will receive the visa itself.
- If you postpone your attendance after we have issued your I-20 form, we will need to generate a new I-20 for the new class dates, and you will need to submit a new Processing Fee to Sheffield School for this new form.

### **Special notes for citizens/residents of Nigeria, Ghana, Cameroon and Kenya:**

The United States government no longer accepts credit card payments for the I-901 fee on behalf of students who are citizens of these four countries, either directly from the students or from third parties; therefore, paying the fee on-line is not possible and this can slow the process. The other possible payment methods are international bank check or money order or payment via Western Union. Instructions for Western Union payment are available on the [www.fmjfee.com](http://www.fmjfee.com) web site and will also be sent with your I-20.

For Nigerian students: We have also been advised that funds can no longer be transferred out of Nigeria via Western Union; if so, and if you are a Nigerian citizen, your only payment options would be the international bank check or money order sent to the US government, unless there is a third party outside Nigeria who is willing to pay the fee via Western Union on your behalf.

If you are attending from one of these countries, we strongly recommend allowing at least four months between applying for the course and the course start date.

### **Special notes for citizens of Canada:**

If you are a Canadian citizen entering the United States for the purposes of attending Sheffield School, you will need the I-20 form and you will need to pay the I-901 fee before entering the United States. However, you will NOT require a student visa.

Since there is no visa appointment required, you do not need to worry about the suggested minimum time between applying to Sheffield and your course start date; you just need to allow enough time to receive proof of payment of the I-901 fee, which you will need at the port of entry into the United States. If you pay the I-901 fee via credit card on-line, you can print a receipt from your computer at the end of the transaction. If you pay via Western Union, you will be able to print a payment coupon from the [www.fmjfee.com](http://www.fmjfee.com) web site which will also serve as proof of payment.