



# PITTSBURG STATE UNIVERSITY

INTERNATIONAL PROGRAMS AND SERVICES  
1701 S. BROADWAY, 118 WHITESITT HALL  
PITTSBURG, KS 66762  
TEL. 620.235.4680 FAX 620.235.4962

**DATE:** September 1, 2004  
**TO:** All students or exchange visitors applying for F-1 or J-1 visas  
**FROM:** Pittsburg State University International Programs and Services Office  
**SUBJECT:** New Fee

The United States Department of Homeland Security has implemented a new fee call the SEVIS Fee as of September 1, 2004. If you are applying for a visa from outside the United States, you may be required to pay the US\$100.00 fee. See the back for more information about who is required to pay the fee.

The SEVIS fee only needs to be paid one time. Many international students apply to more than one school in the United States at the same time. The SEVIS fee can be used for any school in the United States that you are applying to. *You must attend the school whose immigration document you use to obtain your visa.*

SEVIS Fee payment options are: (1) Western Union Quick Pay that allows you to pay the fee through your local Western Union office using your own currency, (2) mailing a check or money order in US Dollars to the address listed on the payment form, or (3) paying with a credit card through the internet. Payment option information may be found at <http://www.ice.gov/graphics/sevis/i901/index.htm>

If you prefer, **Pittsburg State University's International Programs and Services Office will assist you in paying this required fee.** Simply include US\$100.00 with your application fee or complete and return the [credit card authorization form](#). We will pay the fee for you and send you proof of payment with your immigration document. *Please note that the SEVIS fee will not be processed until your immigration document is issued.*

If you have any questions or need more information, please contact Lori Atkinson at [latkinso@pittstate.edu](mailto:latkinso@pittstate.edu).

## WHO PAYS THE FEE?

### F-1 or J-1 Initial Attendance:

- **F-1 student** visa applicants applying for visa from outside the United States with an I-20 marked as "initial attendance" for an academic or language training program dated on or after September 1, 2004 (9/1/2004). The fee must be paid before your visa appointment and you must show proof of payment.
- **J-1 student, short-term scholar, research scholar or visiting scholar** visa applicants applying for visa from outside the United States with a DS-2019 marked as "initial attendance" dated on or after September 1, 2004 (9/1/2004). The fee must be paid before your visa appointment and you must show proof of payment.

### Contiguous Territory

- Residents of a contiguous territory or adjacent island exempt from the visa requirement (for example, Canada or Bermuda), and will apply for admission at port-of-entry to begin initial attendance at a U.S. school on or after September 1, 2004 (9/1/2004). In this case, the SEVIS fee must be paid before entry into the United States. Proof of fee payment is required. The fee cannot be paid at the port of entry.

## WHO DOES NOT PAY THE SEVIS FEE?

### Dependents

- Spouses or minor children of students or exchange visitors applying for F-2 or J-2 visa.

### Visa or Port of Entry Denial

- F-1 or J-1 visa applicants who have paid the fee, were denied visa, and are reapplying for visa within twelve months of the date of initial denial.
- Residents of a contiguous territory or adjacent island reapplying for status as a student at the port of entry within twelve months of the initial denial.



# PITTSBURG STATE UNIVERSITY

## Admission Application for Graduate and Undergraduate International Exchange Agreement Students

**Application Receipt Deadlines:** Fall Term - June 1 Spring Term - October 15 Summer Term - April 1

Along with this application, the following supporting documents are required: (1) a letter from the President or International Relations Office of your home institution stating approval of your participation as an exchange agreement student, the length of your exchange, and covered costs, (2) Official (sealed) transcripts from your post-secondary school translated to English, (3) TOEFL score of at least 550 (graduate) or 520 (undergraduate), (3) financial statement of support with original current certified bank statement and (4) Application fee of USD \$50.00 for undergraduate and \$60.00 for graduate applicants. The non-refundable application fee should be in the form of a certified check or money order, payable to Pittsburg State University. Do not send cash. *This application will not be processed if not complete.*

**PLEASE TYPE OR PRINT (INK), COMPLETING ALL INFORMATION REQUESTED ON THIS APPLICATION.**

1. **Name** (as it appears on your official documents)

Mr.  Ms.  Mrs.

\_\_\_\_\_  
Last (family)

\_\_\_\_\_  
First (given)

\_\_\_\_\_  
Middle

2. **DS-2019 Mailing Address**

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State/Province

\_\_\_\_\_  
Country

\_\_\_\_\_  
Postal Code

3. **Home Country Address**

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State/Province

\_\_\_\_\_  
Country

\_\_\_\_\_  
Postal Code

4. **Home Country Phone Number** \_\_\_\_\_

5. **E-mail Address** \_\_\_\_\_

6. **Gender**  Male  Female

7. **Date of Birth** \_\_\_\_\_

month/date/year

8. **Birth City** \_\_\_\_\_

9. **Birth Country** \_\_\_\_\_

10. **Citizenship Country** \_\_\_\_\_

11. **Residency Country** \_\_\_\_\_

12. **Parents' Full Names**

\_\_\_\_\_  
Father (Family, Given, Middle)

\_\_\_\_\_  
Mother (Family, Given, Middle)

13. **When do you plan to enter Pittsburg State University?** Fall 20\_\_ Spring 20\_\_ Summer 20\_\_

14. **Have you previously applied to Pittsburg State University?**  No  Yes, when? \_\_\_\_\_

15.  Graduate  Undergraduate

16. **Secondary School Completion Year:** \_\_\_\_\_

**Major:** \_\_\_\_\_ **Area of Concentration:** \_\_\_\_\_

*Example: (Major) Engineering Technology, (Area) Plastics Engineering Technology*

17. **TOEFL Score (required)** \_\_\_\_\_ **Date Taken** \_\_\_\_\_ **Native Language** \_\_\_\_\_

18. **Check One:**

I plan to come to the US alone.

I plan to bring dependents with me (attach a separate sheet listing names of dependents [spouse, children], relationship, date of birth and birth city, birth country, citizenship country and residency country of each dependent).

**VERIFICATION** - I hereby affirm that all information supplied on this form is complete and accurate. It is my understanding that I will not be considered for admission to Pittsburg State University until I have submitted all of the required documents: application, a letter from the President or International Relations Office of my exchange institution stating approval of my participation as an exchange agreement student, the length of exchange and covered costs, official (sealed) transcripts from post-secondary school translated to English, TOEFL score, financial statement, original current certified bank statement, and the application fee of US \$50.00 undergraduate or \$60.00 graduate. I fully understand that applicants with a TOEFL score of less than 550 (graduate) or 520 (undergraduate) must complete the PSU Intensive English Program at their own expense before starting academic classes.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Return this form and required documents to:**

**GRADUATE APPLICANTS:**  
Continuing and Graduate Studies  
1701 S. Broadway  
Pittsburg KS 66762 USA

**UNDERGRADUATE APPLICANTS:**  
International Programs and Services  
1701 S. Broadway  
Pittsburg KS 66762 USA