



WILLIAM PATERSON UNIVERSITY

CENTER FOR INTERNATIONAL EDUCATION
300 POMPTON ROAD · WAYNE, NEW JERSEY 07470-2103
RAUBINGER HALL · LOWER LEVEL
973.720.2976 FAX 973.720.2336 · WWW.WPUNJ.EDU

INSTRUCTIONS FOR INTERNATIONAL STUDENTS UNDERGRADUATE PROGRAMS

Undergraduate degree candidates who require form I-20AB (F-1 visas) or form DS-2019 (J-1 visas)

- Application procedures.....Item 1-2
- Test required for Admission to Undergraduate Program.....Item 3
- English proficiency requirements (TOEFL)..... Item 4
- Foreign Credentials Evaluation Agencies and Translation Services.....Item 5
- Financial documents required to issue an I-20AB/ DS-2019 form.....Item 6
- Documents required for applicants in immigrant status other than F-1 state.....Item 7
- Housing.....Item 8
- Proof of Health Immunization Records.....Item 9
- On Campus Employment.....Item 10
- Information on F-1 visa and a J-1 (exchange visitor) visa.....Item 11
- SEVIS fee information (Effective on September 1, 2004).....Item 12

NOTES:

**STUDENTS ON F-1 OR J-1 STATUS ARE NOT ELIGIBLE FOR AN I -20 OR DS-2019 FORM FROM WPUNJ IF ENROLLED AS A NON-DEGREE STUDENT
(This applies to students in “INITIAL” F-1 or J-1 Visa status)**

**For question or additional information, please contact the Office of International Students and Scholars at:
(973) 720-2976 or by e-mail at richardsonc@wpunj.edu**



WILLIAM PATERSON UNIVERSITY

CENTER FOR INTERNATIONAL EDUCATION
300 POMPTON ROAD · WAYNE, NEW JERSEY 07470-2103
RAUBINGER HALL · LOWER LEVEL
973.720.2976 FAX 973.720.2336 · WWW.WPUNJ.EDU

INSTRUCTIONS FOR INTERNATIONAL STUDENTS APPLYING FOR UNDERGRADUATE PROGRAMS (F-1 VISAS/J-1 VISAS)

Applicants must fulfill all admissions requirements before an evaluation decision is completed. A certificate of eligibility, I-20 AB (F-1 Visas), and DS-2019 (J-1 Visas) will only be issued after acceptance to the University.

APPLICATION PROCEDURES:

1. A fully completed, signed application accompanied by a U.S. \$50.00 application fee and all supporting documents must be submitted by the due dates. See deadlines. The application fee is non-refundable and cannot be waived.
2. Social Security Number: Students entering the country for the first time, who do not have a U.S. Social Security Number, should leave this item blank. A temporary student number will be assigned. Information on how to apply for a Social Security number is available to enrolled students by contacting the Office of International Students & Scholars.
3. All applicants must receive a qualifying score on either The Standardized Achievement Test (SAT) for English speaking countries, or the Test of English as a Foreign Language (TOEFL). SAT scores should be 970 combined with a minimum Verbal score of 450.
4. Applicants whose native language is other than English are required to demonstrate proficiency in this language. A MINIMUM SCORE OF 550 (PAPER AND PENCIL) OR 213 (COMPUTER BASED TEST), and (NEW INTERNET-BASED) (iBT) SCORE OF 79-80 IN THE OFFICIAL TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL) MUST BE SUBMITTED. TOEFL scores may be waived for those individuals who completed an undergraduate degree program in a country where the official language of instruction is English. Those individuals who have passed English Composition I and II or an English writing course (Not English as a second language course) at a U.S. College or University with a minimum grade of "C" may also be exempt from TOEFL. For TOEFL information, please contact:

TOEFL Services
P.O. Box 6151
Princeton, NJ 08541-6151

Telephone: (609) 771-7100
Fax: (609) 771-7500
Email: toefl@ets.org

5. High School College and University credentials from institutions outside the U.S. must be evaluated by any of the following Foreign education credentials evaluation agencies:

World Education Services

PO Box 745, Old Chelsea Station, New York, NY 10113-0745
Tel: (212) 219-7300 **Web: www.wes.org**

Educational Credential Evaluators

PO Box 514070, Milwaukee, WI 53203-3470
Tel: (414) 289-3400 **Web: www.ecc.org**

International Consultants of Delaware

625 Barksdale Road, Suite 109, Newark, DE 19711
Tel: (302) 737-8715 **Web: www.icdel.com**

Globe Language Services

319 Broadway, 2nd floor, New York, NY 10070
Tel: (212) 227-1994 **Web: www.globelanguage.com**

Josef Silny & Associates

7101 SW 102 Avenue, Miami, FL 33173
Tel: (305) 273-1616 **Web: www.jsilny.com**

Educated Choices 127

Inwood Avenue, Upper Montclair, NJ 07043
Tel: (973) 746-6512 **Web: www.educatedchoices.com**

Applicants must submit copies of original transcripts to the agency of their choice and corresponding English translations, if applicable. High School credentials require a document-by-document review. College credentials require a course-by-course review with grades converted to U.S. equivalents. Those individuals who have attended schools in the United States must have official transcripts sent directly to William Paterson University. A satisfactory International Student Advisor's report from the last school attended in the U.S. is also required.

NOTE:

To prepare an evaluation report, a professional evaluation service agency requires that all non-English documents are accompanied by official English translations.

If you do not have an official translation of your academic records, we suggest that you contact the evaluation service agency directly and ask if translation services are offered. If they do not offer these services please ask to be referred to a translation services agency.

6. STUDENT VISAS: (F-1/ J-1)

Applicants must be able to support themselves and/or able to prove financial support from a sponsor. Please complete the enclosed Affidavit of Support, Financial Data Sheet and Affidavit of Free Room and Board and return them (all together) directly to the **Office of International Students & Scholars**. You must present original documents, which are less than six months old. These copies will be returned to you with your I-20 AB/DS-2019 form upon acceptance to the University. Foreign currency should be converted to U.S. equivalents. If you have a financial sponsor, she/he assumes liability for your finances. Careful consideration should be given to financial planning while preparing to study in the US, since federal financial aid is not available. Applicants should be aware that ***William Paterson University is not liable for changes in financial circumstances after the student is enrolled.*** U.S. Immigration regulations regarding employment for individuals with student visas are very strict. Prospective students should not anticipate part-time employment as a source of financial support.

International students applying for admission while already in the United States must present proof of a valid passport, visa stamp page, and I-94 arrival/departure card (both sides).

Enrolled International Students on a Student visa (F-1, J-1) must carry a minimum of 12 credits every semester.

7. OTHER NON-IMMIGRANT VISAS:

If you are maintaining a non-immigrant status other than F-1 and J-1, you do not have to have an I-20 or DS-2019, and may attend school full or part-time. Dependent children E, F, H, I, J, L, M, N, O, P, R, S status must apply for a change of status after their 21st birthday or if they marry.

Individuals on F-2 Visas (spouses) may not engage in full time study. Please contact the OISS for advise on how to apply for a change of status to F-1.

Applicants who are currently in the U.S. must submit a copy of the I-94 card, visa stamp page, proof of a valid passport and any other documents that may confirm immigration status.

NOTE:

Foreign nationals with the following visa classifications are not permitted by law to engage in full or part time study: C-1, D-1/D-2, B-1 OR B-2

All other visa types may engage in full-time or part-time studies. A visa document (I-20AB or DS-2019) will not be issued unless a request for a change of non-immigrant status to F-1 status in field. However, proof of valid non-immigrant status/visa must be submitted to the undergraduate or graduate admissions office at the time of application.

8. HOUSING:

Suite style bedrooms (two rooms connected by a bathroom) are available through the Residence Life Department. For more information, please contact Residence Life at (973) 720-2714 or (973) 720-2712.

9. HEALTH IMMUNIZATION RECORDS:

The state of New Jersey has enacted legislation that requires students enrolled at WILLIAM PATERSON UNIVERSITY to provide proof of immunization against measles, mumps and rubella. Please submit a record signed by a physician licensed to practice medicine or osteopathy in any jurisdiction of the United States or foreign country or other licensed health professional approved by the New Jersey State Department of Health indicating compliance with the immunization requirements of N.J.A.C. 9:2-14.3. This record must be translated to English when applicable and sent directly to the Health Center, 300 Pompton Rd. Wayne, NJ 07470 at William Paterson University.

10. ON CAMPUS EMPLOYMENT (WORK STUDY)

The United States Citizenship and Immigration Services (USCIS) regulations regarding employment for individuals with F-1/J-1 student visas are very strict. Part-time, on campus employment is permitted under the USCIS regulations from the first semester of attendance for those individuals who are maintaining legal status.

11. DIFFERENCES BETWEEN A F-1 VISA AND A J-1 EXCHANGE VISA

Visa Type	Visa Document	Source of Funding	Program Type
F-1	I-20AB	Personal funds and/or Family funds and/or U.S. sponsor and/or WPUNJ Scholarships.	Must be accepted to a degree program
J-1	DS-2019	U.S. Government and/or Foreign Government And/or International Organization. No personal Funds (initially)	Must be accepted to a degree program
J-1	DS-2019	Exchange agreement between WPUNJ and partner university abroad through a bilateral agreement, or student is participating through a Study abroad program (NJSCIE, ISEP)	Non-degree program only



WILLIAM PATERSON UNIVERSITY

CENTER FOR INTERNATIONAL EDUCATION
300 POMPTON ROAD · WAYNE, NEW JERSEY 07470-2103
RAUBINGER HALL · LOWER LEVEL
973.720.2976 FAX 973.720.2336 · WWW.WPUNJ.EDU

INTERNATIONAL STUDENT FINANCIAL DATA SHEET

International individuals applying for a student F-1 or J-1 visa must carefully complete this sheet. This University is required by the *United States Citizenship and Immigration Services* to obtain evidence that non-immigrant individuals have adequate financial resources before a Certificate of Eligibility, I-20AB (F-1 visa) or DS-2019 (J-1 visa) is issued.

INSTRUCTIONS: Type or print clearly. Answer every question to the best of your ability, keeping in mind that financial assistance from William Paterson University is not available to international students. Be sure to obtain the required signatures, and return this form promptly to: OFFICE OF INTERNATIONAL STUDENTS & SCHOLARS, William Paterson University, 300 Pompton Road, Wayne, New Jersey 07470, USA.

SECTION I - STUDENT INFORMATION

- A. Name _____
- B. Mailing Address _____
- C. Foreign Address _____

**A PHYSICAL ADDRESS ABROAD IS REQUIRED BY LAW.
NO VISA DOCUMENTS (I-20/DS2019) WILL BE ISSUED WITHOUT AN ADDRESS IN THE HOME COUNTRY.**

- D. Date of Birth (Month/Day/Year) _____
- E. Gender: Female _____ Male _____
- F. Country of Birth _____
Country of Citizenship _____
- G. Telephone# _____
- H. What is the present exchange rate of your country's currency to the U.S. dollar? _____ = \$1.00
- I. Are there any current restrictions on the exchange and release of funds for study in the United States? If YES, describe the restrictions. _____
- J. Print Name, Address and Telephone # of person of contact in the U.S. in case of an emergency:
Name: _____
Address: _____
Home telephone # () _____
Work telephone # () _____
E-mail: _____

SECTION II - FINANCIAL REQUIREMENTS

Annual expenses for International students are as follows: **Effective starting Fall 2008**

Tuition and Fees	U.S\$ 17,050	*subject to change without notice *
Room and Board	U.S. 9,990	(May be exempt if notarized affidavit of room & board is submitted)
Books and Supplies	U.S. 1,300	
Transportation	US 1,200	
Miscellaneous (Transit/Clothing)	U.S. 2,960	
Total	US\$ 32,500*	

***WPUNJ RESERVES THE RIGHT TO ESTABLISH THIS DOLLAR AMOUNT AS AN ESTIMATE FOR ANNUAL EXPENSES INCURRED WHILE ATTENDING THIS SCHOOL.**

A. In view of these expenses, indicate the approximate U.S. dollar amount and source will be contributed annually toward the total of **U.S. \$32,500** from the following:

- 1. Applicant's Personal Funds U.S. \$ _____
- 2. Family Funds U.S. \$ _____
Name/Relation _____
- 3. Funds from a sponsor U.S. \$ _____
- 4. Funds from another source U.S. \$ _____
Name/Relation _____

***Please note that evidence of financial support must come from liquid assets (savings, certificate of deposits). Also, under no circumstance will checking accounts/commercial accounts be accepted. Please submit original copies on bank letterhead.**

FUNDS FROM ANOTHER SOURCE

Identify and explain any contributions listed under this heading. Scholarships and grants should be listed here and accompanied by a letter from the sponsoring agency indicating dollar amount and for how many years the award will be granted. For example: a letter from your government, a private organization, or an offer of a graduate assistantship from the academic department at WPUNJ.

- 5. Total U.S. \$ _____

DOCUMENTATION FOR EACH SOURCE MUST BE PROVIDED

If married, will your spouse accompany you to the U.S.? Yes _____ No _____ If you have children, how many will accompany you? _____

Please list name, date of birth, and country of birth for spouse and each child coming with you to the U.S.

Name	Date of Birth	Country of Birth	Gender: (Female or Male)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If your spouse and/or children will accompany you to the U.S. you will be required to provide additional documentation for their support. Listed below are the additional amounts you will need to certify for each dependent.

Spouse (husband or wife) \$ 4,500 Child (each) \$ 3,500

Note: Health insurance for all visa dependents is strongly recommended.
Health insurance for J-1 visa holders is mandatory (see attachment)

B. For each source you indicated on section A, complete the corresponding section below and have your sponsor complete a notarized affidavit of support.

SECTION III - SIGNED STATEMENT

The statement below should be read and signed by you, your parents or guardian, and your sponsors (if you have one). **Unsigned incomplete forms will be returned promptly.**

I/We swear that the financial data provided on this sheet, is accurate and complete. We understand that financial assistance is unavailable through the University, and we hereby agree to meet All University and living expenses incurred by the named student during the duration of study in the United States. These funds are not and will not be used to support another student in the United States.

Student's Signature _____

Parent/Sponsor's Signature _____



CENTER FOR INTERNATIONAL EDUCATION
300 POMPTON ROAD · WAYNE, NEW JERSEY 07470-2103
RAUBINGER HALL · LOWER LEVEL
973.720.2976 FAX 973.720.2336 · WWW.WPUNJ.EDU

AFFIDAVIT AND STATEMENT OF SUPPORT

I _____, whose address is _____
_____, being duly sworn, agree that my intention to have
_____ (Student Name), who resides at _____
(Foreign or local address), come to the United States to study at William Paterson University in Wayne, New Jersey. I also
testify that I am able to maintain and support the prospective student, whose financial expenses will be approximately
\$32,500 per year. Furthermore, I am ready and willing to deposit a bond, if necessary, to guarantee that said prospective
student will not become a public charge during his/her stay in the United States. This affidavit is for the purpose of assuring
the University that Mr./Ms. _____ (name of the student) will not find it necessary to appeal to
the University for any type of financial aid, housing, and/or other material aid.

Name of sponsor

Address

Local telephone #

SEAL REQUIRED

Subscribed and sworn before
me this _____ day of _____
20 _____ at _____

(Notary)

I certify that the foregoing statements, made by me are true and accurate.



WILLIAM PATERSON UNIVERSITY

CENTER FOR INTERNATIONAL EDUCATION
300 POMPTON ROAD · WAYNE, NEW JERSEY 07470-2103
RAUBINGER HALL · LOWER LEVEL
973.720.2976 FAX 973.720.2336 · WWW.WPUNJ.EDU

SPONSOR'S AFFIDAVIT OF FREE ROOM AND BOARD

I hereby certify that I am willing and able and will provide

_____ Full name of student (*first, middle, and family names*)

With a free room and all meals
for every year of study at WPU.

My relationship to the student is _____.

Address of room or apartment offered to student:

_____ Number and street Apartment Number

_____ City

_____ State

_____ Zip Code

How many rooms are in the house or apartment? _____

How much space will be reserved for the exclusive use of the student? _____

Does the sponsor live at the address listed above? _____

Does the sponsor _____ own or _____ rent the property?

You must sign below in the presence of a notary public or official. The notary public must sign and put the official seal on the affidavit. Both you and notary must sign any erasures or changes.

AFFIRMATION OR OATH

I hereby affirm or swear that the information I have given above is true and correct:

_____ Print Name

_____ Signature of Sponsor

SEAL REQUIRED

I certify that the foregoing statements, made by me are true and accurate.

Subscribed and sworn before
me this _____ day of _____
20 _____ at _____

(Notary)



WILLIAM PATERSON UNIVERSITY

CENTER FOR INTERNATIONAL EDUCATION
300 POMPTON ROAD · WAYNE, NEW JERSEY 07470-2103
RAUBINGER HALL · LOWER LEVEL
973.720.2976 FAX 973.720.2336 · WWW.WPUNJ.EDU

INTERNATIONAL STUDENT ADVISOR'S REPORT

NOTE: Only non-immigrant students who are already attending school in the United States (transfer, second degree, and master degree applicants) need to submit this form.

Student's Name _____

Home Address _____

TO THE STUDENT: Please read carefully and sign in the space provided. Present this form to your International Student Advisor or Dean assigned to International Students at the University you are presently attending, for completion. Applications are considered incomplete if this form is not forwarded.

I, _____, grant permission for the information requested to be forwarded to William Paterson University.

_____ Date

_____ Student's signature

Please attach photocopies: current I-20AB/DS-2019, I-94, visa, and passport.

TO THE INTERNATIONAL STUDENT ADVISOR: The student named above is applying for Admission to William Paterson University. **Please mail your reply to:** William Paterson University, Office of International Students & Scholars, 300 Pompton Road, Wayne, NJ 07470

1. Is this student eligible to continue at your institution? _____
2. Has the student met all financial obligations to your institution? _____
3. Your school's SEVIS release for transfer date for this student? _____
4. Student's SEVIS ID#: _____
5. To the best of your knowledge, has the student met all obligations to the USCIS? _____
6. Last authorized extension of stay valid until: _____
7. We would appreciate any comment you think may be helpful to us. _____

_____ Name

_____ Signature

_____ Title

_____ Phone

_____ Date

_____ Institution

_____ Address, Zip Code

**Department of Homeland Security Final Rule SEVIS Collection Fee is
Effective on September 1, 2004
(Update October, 2004)**

On July 1, 2004, the US Department of Homeland Security published a final rule to implement the SEVIS fee of \$ US 100 to be paid by those individuals applying for F, M and J non-immigrant visas.

- What is SEVIS?

SEVIS is an electronic tracking system implemented by all Department of Homeland Security approved schools and Department of State designated exchange visitors program sponsors to monitor foreign nationals coming to the United States on F, M and J status.

- Who has to pay the fee?

New students who are applying for a **First time** F-1, M-1 or J-1 visa in order to enter the United States, they have been issued a form I20 (F-1 visas) or DS 2019 (J-1 visas) for **initial** attendance dated on or after September 1, 2004.

Since the implementation date of the SEVIS fee will be based on visa forms (I20 and DS 2019) issued on or after September 1, 2004 new students coming to the US for the Fall 2004 semester will not be affected as they will have been issued these documents and obtained a visa, well before the first day of classes at WPUNJ, on September 1, 2004.

Students applying for admission to WPUNJ in the Spring 2005 and beyond will have to pay the SEVIS fee.

- When does the fee have to be paid?

New students who need to apply for a F-1, J-1 or M-1 visa in order to come to the US and who have been issued a Form I20 or Form DS 2019 for initial attendance dated on or after September 1, 2004. The fee must be paid prior to appearing at a US consulate or embassy overseas for a visa interview.

New students who are citizens of Canada and are exempt from visas and are applying for F-1, F-3, or J-1 student status at a US port of entry with a form I20 or Form DS2019 for initial attendance dated on or after September 1, 2004 must pay the fee prior to entering the United States.

Non-immigrants already in the United States with any non-immigrant status who wish to apply for a change of non-immigrant status to F-1 or J-1 with a form I20 or DS 2019 issued on or after September 1, 2004 must pay the fee prior to filing for a change of status.

Continuing F-1 students applying for a Reinstatement to F-1 status when they have been out of status for more than five months must pay the fee prior to filing for reinstatement.

Continuing F-1 students who are returning to the United States after an absence of five months or more that did not involve **authorized** study abroad must pay the fee prior to reentering the US.

J-1 exchange visitors applying for a Reinstatement to J-1 status after a substantive violation after they have been out of status between 121 and 269 days must pay the fee prior to filing for reinstatement.

J-1 exchange visitors applying for a change of category must pay the fee prior to filing.

- Methods of payment:

The SEVIS fee may be paid electronically on the Internet with a major credit card (Visa, American Express or MasterCard), or by mail with a check drawn on a US financial institution and payable in US dollars, or by check or money order from a foreign bank payable in the U.S. A web site will be available for Internet fee collection. A third party in the US, a friend or relative can pay the fee on behalf of the student.

DHS will issue a paper receipt regardless of payment method. Express delivery of the receipt will also be available for an additional fee. Internet payment receipts will be made available immediately upon payment.

Proof of payment must be presented to the US consular officials before the visa is issued.

- How many times must the SEVIS fee be paid?

An F-1 student must pay the fee once as long as he or she maintains status in a single visa classification or if reinstatement to F-1 student status is granted following a violation of status.

A J-1 exchange visitor must pay the fee once as long as he or she maintains status while participating in a single exchange visitor program, or if she or he is granted a reinstatement to J-1 status within the same program classification.

A J-1 exchange visitor that transfers from a federally sponsored program to a non-federally sponsored program must pay the fee upon transfer.

J-1 Faculty and research scholars who visit the United States for a few weeks or months at a time and are issued initial attendance DS 2019s for each visit and new SEVIS ID numbers each time will pay the fee prior to applying for a new visa for each visit.

An F-1 or J-1 student who violates his or her status and does not resume status in a program by applying for reinstatement and travels outside the US and returns to participate in another program

- Who is not required to pay a SEVIS fee?

Continuing students who transfer to a new school, apply for a program extension, change their educational level, apply for Off Campus Employment authorization, obtain a new visa for re-entry to the US to continue their program of study, returning students to the US after a leave of absence for less than five months or upon re-entry from abroad to engage in authorized study.

IMPORTANT NOTICE:

This summary is based on information available on a just published final rule. While many details are yet not known, additional information will be shared when it becomes available. Continued contact with the Office of International Students and Scholars will ensure accurate information and compliance.

To review the official Federal Register publication of the Final rule implementing the SEVIS fee, please visit:

<http://a257.g.akamaitech.net/7/257/2422/06jun20041800/edocket.access.gpo.gov/2004/pdf/04-14961.pdf>.

To read a fact sheet on the Federal SEVIS fee published by the US Bureau of Customs Enforcement, ICE, please visit:

<http://www.ice.gov/>

For Information on how to make a payment, please visit:

<Http://www.fmjfee.com/>

UPDATE AS OF MAY 1, 2005

On May 1, 2005, the Student and Exchange Visitor Program Office (SEVP) plans to deploy an upgrade to the Web Site dedicated to the SEVIS-901 Fee (www.fmjfee.com) that will allow a student or exchange visitor, or school or exchange visitor program, to verify online if ICE has received their SEVIS I-901 fee payment and when the official receipt for the payment was issued. This capability will be available for payments made on the Internet, by check or money order, by Western Union and by bulk filing. Previously this information could only be obtained by contacting the SEVIS program office directly.

The SEVIS I-901 Web site at www.fmjfee.com has proven to be very popular avenue for fee payment. Approximately 77 percent of all fee payments are made via the Web site.

The new capabilities on the Web sit will help assure students and exchange visitors that their fee payment has been received and provide them with an estimate as to when they can reasonably expect a consular official to be able to independently verify the SEVIS fee payment in their system.

Additional help links on the site cover topics such as identifying who is required to pay the fee, the options for paying the fee, how a third party can pay the fee for someone else, and how to obtain further assistance.

UPDATE AS OF MAY 9, 2005

During the week of May 9, 2005, Western Union will be rolling-out important changes to its system that supports the QuickPay™ service for remittance of the SEVIS I-901 fee. These changes will help the Student and Exchange Visitor Program (SEVP) better handle the expected increase in Western Union payment volumes during the upcoming peak season for visa applications.

To support these changes, we have made a minor change in the way the Western Union payment form is completed. The changes are required to enable us to better capture the school code or program number and, for people overseas, the country to which we will send the Form I-797 receipt. Detailed instructions are posted at www.ice.gov/sevis. We highly recommend that prospective students or exchange visitors visit our Web site and print a new set of the illustrated instructions that indicate how to properly complete the Western Union form to pay the SEVIS I-901 fee.

The changes are as follows:

1. For payments made overseas for F-1, M-1, and J-1 visa Categories:

In the box labeled “Name/Department” at the bottom of the form, the payer must now write the gender of the student or exchange visitor (male or female), a slash “ / ”, and then the name of the country where the receipt is to be delivered.

Examples are: Male/Finland or Female/Germany

The previous instructions were to enter the Gender only.

2. For payments made in the United States for F-1 and M-1 Visa Categories:

In the space labeled “Attention” at the bottom of the form, the payer should now write the gender of the student (male or female), a slash “/”, and then the school code found on the student’s Form I-20

For example: Male/WAS214f9999903

(The previous instructions were to write the School Code and then the Gender)

3. For payments made in the United States for J-1 Visa Categories:

In the space labeled “Attention” at the bottom of the form, the payer should write the gender of the exchange visitor (male or female), a slash “/”, and then the program code

For example: Female/P-3-10244

(The previous instructions were to write the Program Number and then the Gender)

Western Union has updated its internal operating instructions for this change and disseminated them to all agents worldwide. In addition, Western Union has fully briefed its customers service personnel on the new procedures and they are able to assist local agents in completing the payment form and entering the transaction into the Western Union system.