



GEO SEVIS Fee Reimbursement Form

What is the SEVIS fee and why is it reimbursable?

All visitors to the US on student or exchange visas are required to pay the Student and Exchange Visitor and Information Systems (SEVIS) fee the first time they apply for a visa.

The Graduate Employees' Organization (GEO) negotiated for the SEVIS fee to be reimbursed by the university for all international graduate student instructors (GSI) or graduate student staff assistants (GSSA), since it is a required expense to become an employee of UM.

From the UM/GEO 2017-2020 contract, Article X, Section E: "upon Employee request, and within the first four (4) terms of employment as a GSI/GSSA, the SEVIS fee paid by an Employee to attend the University of Michigan will be reimbursed by the Employee's appointing unit, unless that fee has already been paid or reimbursed by another source." For the entire contract visit contract.geo3550.org.

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

Yes! If you have not already had 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.

What are the eligibility criteria for receiving this reimbursement?

- If you have had the SEVIS 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 number of semesters enrolled at UM.
- You must be a GSI or GSSA to receive a reimbursement. GSRAs are not eligible.

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 fee reimbursement?

To receive your reimbursement, fill out the reimbursement form on the back of this page and submit it to your department administrator or the graduate student coordinator in your employing department. You can also find this form at geo3550.org/rights-benefits/sevis-fee/.

You will need to attach a copy of your SEVIS fee receipt. The receipt should include your name, amount paid, and 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. 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.

If you have questions or concerns about this or related matters, please email GEO (umgeo@geo3550.org).

SEVIS FEE REIMBURSEMENT FORM

University of Michigan - Graduate Student Instructor/Graduate Student Staff Assistant

Has your SEVIS fee been paid or reimbursed by any source other than your own money (e.g. a scholarship or grant)?

- Yes (If yes, you are not eligible for a SEVIS fee reimbursement)
 No (If no, please fill out the following form and submit it to your employing department administrator)

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 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)

Amount Paid

Date Paid

Is a copy of your SEVIS Fee receipt attached? A copy of your SEVIS Fee receipt is required to receive a reimbursement.

- Yes No

Administrators: Please sign and date this form confirming that you've received it and make a photocopy for the GSI/GSSA to take for their own records. The agreement between the University of Michigan and the Graduate Employees' Organization, stipulates that SEVIS fees paid by GSIs and GSSAs shall be reimbursed by the University under certain conditions. See Article X, Section E of the 2017-2020 UM/GEO agreement for more details. If you have questions about this form or the Employee's right to reimbursement, please contact Academic Human Resources at 734-763-8938.

GSI/GSSA: Make sure to retain a copy of this form signed by the appropriate Administrator. A signed and dated copy confirms you have submitted this form.

Administrator Signature

Administrator Name

Date Received

Date Processed