Date: Fall 2021

To: New Ph.D. Graduate Students

From: Graduate Enrollment Services

Re: Reimbursement of SEVIS Fee

The U.S. Department of Homeland Security charges a fee to new students who are applying for a visa with a SEVIS form I-20 or DS-2019. The fee must be paid in order for you to obtain a visa interview or file a change of status application in the U.S.

If you are a new Ph.D. student enrolling in the Graduate School of Arts and Science (GSAS) and were required to pay this fee, GSAS will reimburse up to $200.00. Reimbursement will occur after you arrive on campus in the fall semester. The reimbursement will be paid to your account at the Bursar and you will be issued a refund check by mail (assuming you have a credit balance).

We ask that you attach to this letter your original receipt showing payment of the SEVIS fee. Print your name and NYU UID number on the receipt and be sure to keep a copy for your records. Please complete the following information, attach the receipt, and then bring or mail this letter to Graduate Enrollment Services.

Name: ____________________________ NYU UID Number: N_____________

I certify that I have paid the SEVIS fee per the attached receipt and I am requesting reimbursement to my account at the NYU Bursar’s office.

Signature: ____________________________ Date: _______________________

If for some reason you no longer have your receipt, we ask that you meet with an advisor in Graduate Enrollment Services so that we can make special arrangements for the reimbursement.

We very much look forward to welcoming you to the Graduate School in the fall.

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1 GSAS students admitted to the Department of Cinema Studies and Performance Studies in the Tisch School of the Arts, and students admitted to the Programs in Basic Medical Sciences in the Sackler Institute, should contact Tisch or the Sackler Institute for details about their fee payment programs.

2 If you are bringing the letter and receipt to our office, Graduate Enrollment Services is located at One-Half Fifth Avenue. If you are mailing the information, please send it to Graduate Enrollment Services, P.O. Box 907, New York, NY 10276-0907. Please wait until you are in the United States before mailing us the information, and use the U.S. Postal Services rather than an express mail service.