

PROCESSING SCHOOL APPLICATION:

1. Once the HTIR admissions office receives your application packet they will email you your user ID and password so you can keep track of the process via the student launch page, located at www.htirboard.com .
2. You can expect to receive notification of acceptance to the program approximately two to three weeks after the university has received the complete application packet. Depending on the schools work load, this notice may happen sooner or later than the two-three weeks.
3. You can expect to have your I-20 issued approx. two weeks after acceptance.
4. You will need to start the online visa course as soon as you submit your application packet.
5. You should contact our office, admissions@htir.com if you do not receive a user ID and Password to access your online status at www.htirboard.com

ISSUANCE OF THE I-20:

1. The I-20 will not be released until you complete the online visa course.
2. If you are working with an agent, you should consult with him/her regarding the visa training so as to learn what is relevant to the US embassy in your area. The visa course is a general overview. The agent will give you more specifics for your embassy.

RECEIVING THE I-20:

1. Upon receiving acceptance from the university, you will be required to make any refundable deposits (as noted in the Explanation of Cost sheet) after which the I-20 can be released.
2. Please contact your agent or our admission office for acceptable ways to make the deposit.

SEVIS

1. You will need to pay the Government SEVIS fee before you go to the visa interview. If you are not able to do so because you lack a credit card, then work with your agent and have them help you pay the fee. If you do not have an agent, then you should contact our admission's office and we can assist you in making the payment.

For more information on SEVIS read the SEVIS pamphlets included in this manual

ENGLISH PRACTICE

1. We recommend you practice your English. This will not only be important for the visa interview, but it will also determine what kind of internship employment you are able to receive in the U.S.

SEVIS

The SEVIS I-901 fee is mandated by Congress to support the program office and the automated system that keeps track of students and exchange visitors and ensures that they maintain their status while in the United States. Each student or exchange visitor issued an initial Form I-20 or DS-2019 on or after September 1, 2004 is responsible for paying this fee to SEVP.

In order to pay SEVIS, go to the following URL: <https://www.fmjfee.com/index.jhtml>. After you pay the fee there will be an electronic confirmation page. You will need to make sure and print this page to take with you to the visa interview. NOTE: you can not pay this until you have received a copy of your I-20.

Transferring SEVIS

To transfer the SEVIS I-901 fee payment information from one SEVIS ID number to another, students need to mail or e-mail SEVP. SEVP will consider the request and determine if the fee can be transferred. Students need to put **Fee Transfer** in the subject line of their request. Students need to provide SEVP with their full name, date of birth, the [SEVIS ID number](#) that the student originally paid on and the SEVIS ID number the student wants to transfer the payment to. Students need to explain why the fee needs to be transferred. It will help speed the request if the student includes a copy of the original receipt or the receipt number. Students need to include information on how to contact them if there are any questions.

Checking payment status

If you go to <https://www.fmjfee.com/index.jhtml> and click on the check on the "status" button, it will show whether the fee actually was paid. If applicant does not yet have a receipt for the interview, then, applicant can print the status page and use that for the visa interview.

Problems with SEVIS payment

If there are any problems paying the fee, or any corrections needed, the email address for SEVIS is: FMJFEE.Sevis@dhs.gov. The applicant should use the subject line to identify the problem or correction.