



Tennessee Valley Prep Sports Academy

Bridging The Gap Between Academics and Athletics
437 Stonecrest Drive, Birmingham Alabama 35242

Phone: 256-658-9252; 205-396 -8403

Website: www.tennesseeprepsportsacademy.org

WHAT TO DO FOR A NEW I-20 TO ENTER THE U.S.

If your primary intent to come to the United States is to study, then you will need to enter this country on a F-1 student visa. You must obtain this student visa at an American consulate or embassy in your home country. Tennessee Valley Prep Sports Academy assists you in the process of obtaining a student visa by issuing you an I-20. In order to issue you an I-20, you must complete the following steps:

1. Fill out and sign an application form.
2. Fax, e-mail, or mail a photocopy of your passport information showing your name, date of birth and passport expiration date.
3. With your application, you should send financial documentation that shows your ability to pay for your full-time study. The amount needed to show this is \$15,595. This figure is an approximation of what it will cost for tuition and living expenses for the six-month program. All documents must be in English and amounts must be shown in U.S. dollars. If the bank cannot provide this information in English, the original documents plus a translation into English by a certified translator should be provided.
 - A. If you have your own funds, this can be done most easily by providing an original bank statement or a letter on bank letterhead showing your name and at least \$15,595 and dated within the last 30 days.
 - B. If you have a sponsor, you need a notarized letter from the sponsor promising to pay \$15,595 for your studies in the US and proof that the sponsor can afford to provide this amount for your support. The proof is most easily shown through a bank statement showing that figure in savings if this is possible. The sponsor letter and proof of ability to support should be dated within the last 30 days.
4. A \$4,378.75 commitment fee is due 15 days after you sign Letter of Intent (\$1000 deposit, \$80 postage and handling charges, and \$50.00 registration fees) is required with application. \$1,000 of this is refundable if your request for a student visa is denied. **TO RECEIVE THIS REFUND, YOU MUST RETURN THE ORIGINAL I-20 ALONG WITH PROOF THAT YOU VISITED THE EMBASSY OFFICE AND WERE DENIED A STUDENT VISA.** You may do an electronic wire transfer or mail a check or money order (DO NOT MAIL CASH) to the following address: **Tennessee Valley Prep Sports Academy, 9758 Highway 25 Calera, Alabama 35040 USA**



The original financial documents must be taken to the Embassy Office at the time of the appointment for a student visa request along with the passport, passport photos and proof of plans to return to your country upon completion of your studies in the U.S.

5. MEDICAL INSURANCE: It is a government requirement that all full-time students have health insurance coverage. If you do not have a plan that specifically covers you while you are in the United States, you must purchase a plan.

ONCE YOU ARE ACCEPTED INTO OUR PROGRAM, WE WILL COMPLETE YOUR FORM I-20 AND SEND IT TO YOU. THIS IS WHAT YOU WILL TAKE TO YOUR EMBASSY OR CONSULAR OFFICE TO REQUEST THE STUDENT VISA.

RECEIVING YOUR I-20

Once you have submitted your application, made the \$4,378.75 payment, and submitted the appropriate financial documentation, we will mail your I-20 and official letter of acceptance to you within 2 business days. With your I-20, you can make an appointment with the appropriate American embassy or consulate in your country. All students intending to enter the United States on an F-1 visa must pay a separate \$200 fee to the US Department of Homeland Security. This fee must be paid and fully processed before you arrive to the US consulate or embassy in your country for your student visa interview. Please read our instructions on how to pay the \$200 SEVIS fee. You should also request an I-20 transfer form from us. Application time for international students obtaining the correct documentation during the application process and scheduling an appointment with an overseas American consulate or embassy once you have received your I-20 takes time.

PAYMENT OF THE \$200 SEVIS FEE

HOW TO PAY THE \$200 SEVIS FEE

For official instructions on paying the \$200 SEVIS fee, you should refer to the website of U.S. Immigration and Customs Enforcement (ICE). A summary of the instructions is below:

1. Receive I-20

In order to pay the \$200 SEVIS fee, you must have received your I-20 from Tennessee Valley Prep School.

You can schedule your student-visa (F1) interview as soon as you have received the I-20; however, your \$200 SEVIS fee must be paid and processed before the date of your interview.



2. Complete and submit Form I-901

You must complete a document called Form I-901, using details and personal information listed on your I-20. You can choose to complete and submit a paper version of I-901, or submit the application online.

- Complete and submit Form I-901 online through the web site of U.S. Immigration and Customs Enforcement (ICE).
- I-901 paper version: Download and print this .pdf file of Form I-901. Complete and mail the form, along with your \$200 payment (see payment requirements below) to:
 - o By regular mail or post: I-901 Student/Exchange Visitor Processing Fee P.O. Box 970020, St. Louis, MO 63197-0020, United States
 - o By courier, such as FedEx, UPS or DHL: I-901 Student/Exchange Visitor Processing Fee 1005 Convention Plaza, St. Louis, MO 63101, United States Telephone: 314-418-4393
- 3. Make \$200 payment There are currently two ways to pay the \$200 SEVIS fee.
 - By credit card (Visa, MasterCard, or American Express) or debit card (with Visa or MasterCard logo) when completing Form I-901 online. An online payment is considered the most efficient method for paying the \$200 SEVIS fee, as payments are usually processed on the same or following business day.
 - By check or money order with a coupon printed from the online Form I-901, or with a paper Form I-901 that is submitted by mail.
 - o The check or money order must be an international money order or a check drawn on an institution in the United States. The check or money order must be payable in United States currency, in the amount of US \$200.
 - o The check/money order must come from one of the following sources: Banks chartered or operated in the United States Foreign subsidiaries of United States banks Foreign banks that have an arrangement with a United States bank to issue a check, money order or foreign draft that is drawn on a United States bank.
 - o The check or money order should be made payable to I-901 Student/Exchange Visitor Processing Fee.

PAYMENT ASSISTANCE IN THE UNITED STATES

It is possible for a friend, relative, or sponsor in the United States to make the \$200 SEVIS payment on your behalf. The person making the payment on your behalf can pay by credit or debit card when completing the Form I-901 online, or submit the payment by check or money order with the paper version of Form I-901. Please refer to the payment instructions and/or submission instructions above. Please note that the person making the \$200 SEVIS fee on your behalf will need a copy of your I-20.



RECEIPT OF PAYMENT AND STUDENT VISA APPOINTMENT

If you pay your \$200 SEVIS fee online, you will be able to print a receipt of your payment immediately. You should keep this receipt and take it to your student-visa appointment at the appropriate consulate or embassy in your country as proof of payment. A second copy of your receipt will also be mailed to you. If you make your \$200 SEVIS fee payment by mail or courier, you will need to wait a minimum of two weeks to receive your receipt.

WHAT YOU NEED AT THE EMBASSY OR CONSULAR OFFICE

You will need various documents to support your visa application. Prepare carefully for your visit to the US embassy or consulate. Read all documents thoroughly, so that you know exactly what you are agreeing to when you enter the United States on a student visa. Visa procedures vary slightly from one embassy or consulate to another. Check with the office where you will apply to determine exactly what supporting documentation will be required of you. Several items are generally required:

- A current, valid passport
- An I-20 form in order to request the F-1 visa
- Evidence of financial support
- Proof that you have a permanent residence outside the United States
- One or more passport-type photographs Additional application materials may be requested by the visa officer to prove your eligibility.

These may include:

- Evidence of some English proficiency
- Evidence of strong ties to your home country
- More evidence of your ability to support yourself while in the United States The embassy or consular officer will place a visa in your passport. If you receive a multiple-entry visa, you may use it to re-enter the United States up to the date of its expiration as long as you have a valid I-20. If you encounter any problems obtaining your visa, contact the school and we will assist you. (Source: NAFSA's International Student Handbook)

WHAT TO DO FOR A TRANSFER FROM ANOTHER CITY OR SCHOOL

1. Fill out and sign an application form



2. Complete the top portion of ESL Instruction & Consulting's Transfer Letter (your current school must confirm that you are in status). You can take this form yourself to your foreign student advisor and have him/her complete it or you can leave it with us and we can fax it to your current I-20 provider.
3. Present your passport so that we can make a file copy (your passport must be valid for at least six months) and your visa information.
4. Present your I-94 card so that we can make a copy of the front and back of the card.
5. Present your current I-20 so that we can make a copy for our files. Save this document. When we give you a new I-20, you will staple it on top of your current I-20.
6. Provide new financial documentation for the length of time that you want to study here. You should show an amount of \$3738.75 per month. For three months of payments plus the initial commitment fee would show \$15,595. This is for tuition and dormitory fee. If you have the amount of money that you need in a checking or savings account, you can simply provide an original statement that is dated within the last 30 days or a recent letter from your bank on bank letterhead. If you have a sponsor, your sponsor needs to provide proof of ability to provide \$15,595 for your support (original bank statement, etc.) and also a notarized letter pledging to provide \$15,595 for your support.
7. Take a placement test to determine your starting level and register for classes.

OTHER HELPFUL THINGS TO DO BEFORE YOU LEAVE

1. If you are being sponsored by an organization, notify that organization of your plans. Maintain contact with the sponsoring organization, which can assist with pre-departure arrangements.
2. Medical insurance is required prior to starting classes. We recommend that you get this before you leave. However, if you do not, we can help you to find a health insurance company.
3. You may come up to thirty days prior to the beginning of the class. Please come to the school as soon as you arrive so that you can take a placement test and reserve classes at the proper level.
4. Buy traveler's checks to cover your first month in the US.
5. Label your luggage inside and out with your name and the address of our school. Know your airline's luggage policy.
6. Reconfirm your flight reservations 72 hours before departure.
7. Pack a travel bag with personal articles to use in case your luggage is temporarily lost in transit.
8. Give your family a contact number for your first few days here, such as the number of the school. (Source: NAFSA's International Student Handbook)



OTHER HELPFUL THINGS TO BRING WITH YOU

Plan to bring with you to the United States any important documents that relate to your academic, medical, and legal history:

1. Official transcripts from secondary schools
2. Medical and dental records, including certificates of immunizations and vaccinations
3. Information about medical conditions or treatments, prescriptions for medications (including generic and brand names) and eyeglasses.
4. Birth certificate(s)
5. Valid passport
6. Proof of medical insurance if you are insured (must have insurance before starting classes) Get English translations of these documents and have the translations certified by a U. S. educational advising center or a U. S. consulate or embassy. Retain photocopies of all original documents for your records.

IF YOU HAVE QUESTIONS

U.S. Immigration and Customs Enforcement (ICE) have created an official list of Frequently Asked Questions (FAQs) to help answer your questions about making the \$200 SEVIS fee payment.