

**Transmittal Form for Rutgers SEVIS Administration Fee
for J-1/J-2 Visitors on Rutgers' Visa Sponsorship**

to be submitted with Journal Entry information covering SEVIS Fee and all other forms associated
with Request for DS-2019

- Please keep in mind that any partial month of the DS-2019 request should be counted as a full month for proper fee calculation

Name of Exchange Visitor: _____
(Last) (First)

Dates covered by the DS-2019 currently requested: From _____ **To** _____
(MM/DD/YY) (MM/DD/YY)

Sponsoring Unit/Campus: _____

Contact in Sponsoring Unit: _____
(Name) (Phone) (E-mail)

A journal entry to transfer funds from Account # _____ **-3100**
(Account from which sponsoring unit is paying)
to "Nwk SEVIS Fee Account" Fund Source: 288631 Organization ID: 10082 Natural Account: 8810

The amount of the journal entry was calculated as follows (complete as appropriate):

For J-1 Visitor: \$20/month x _____ **months = \$** _____
(# of calendar months covered by DS-2019)

For J-2 Spouse: \$50 one-time fee per full term of the J-1's current program = \$ _____
Spouse's First Name: _____

For J-2 Child #1: \$25 one-time fee per full term of the J-1's current program = \$ _____
Child's First Name: _____

For J-2 Child #2: \$25 one-time fee per full term of the J-1's current program = \$ _____
Child's First Name: _____

For J-2 Child #3: \$25 one-time fee per full term of the J-1's current program = \$ _____
Child's First Name: _____

Total amount transferred via journal entry	\$ _____
Date Transferred	_____
JE Reference Number	_____

FEE REFUND POLICY: If OISS has already issued a DS-2019 for a J-1 scholar or visiting "student", and the visitor subsequently cancels for any reason, the sponsoring department can expect partial refund of the Sevis Administration Fee as follows:
If OISS is notified in writing of the cancellation **prior to the start date noted on the DS-2019 form**, a full refund may be requested

If OISS is notified in writing of the cancellation any **time after the start date listed on the DS-2019 form**, no refund may be requested.