



## **INSTRUCTIONS FOR PROCESSING I-20 & CHECK-IN PROCESS FOR CANADIAN CITIZENS**

Attached is your SEVIS I-20. Please follow the instructions below to ensure proper validation of your I-20.

1. Please review the information appearing on this document for accuracy and notify us of any errors **immediately**. If everything is correct, please sign item #11 at the bottom of the first page.
2. If you were instructed to fax us financial documentation, please switch the faxed copies enclosed with the originals.
3. Pay the SEVIS fee at: [www.fmjfee.com](http://www.fmjfee.com) (see back) **PRINT OUT RECEIPT OF PAYMENT**  
(Continuing Part time border commuter students who had a valid I-20 for the previous semester do not pay again!)  
**YOU MUST PAY THIS FEE PRIOR TO GOING TO THE BRIDGE!!!!**
4. You may process your I-20 no more than 30 days prior to the start of your program. Upon **entering** the United States, stop at the customs booth and indicate you have an I-20 for processing. You will need to park and go inside to have your I-20 reviewed and processed. **(You cannot process your I-20 as you depart the U.S.; please do not try!)**  
Please be prepared with:
  - A. Your valid passport
  - B. Your I-20 document, which we have provided you with
  - C. Your original financial documentation, if not already attached to your I-20 document
  - D. Acceptance Letter to Niagara University (should already be attached to your I-20 document)
  - E. Processing fee (\$6 in U.S. cash) for the I-94 card. (There is a replacement fee of over \$100 - DO NOT LOSE IT!)
  - F. Receipt of SEVIS fee payment. (Continuing part time border commuter students should bring previous semester's I-20 document with them as proof of continuation of status and receipt of SEVIS payment). (SEE BACK)
5. **You must go through an "International Student Check-in" process at the Records Office and have your I-20 endorsed on page three EVERY SEMESTER.** This check-in process can be completed on the first day of classes each semester, but not before. Please bring your processed I-20 and the I-94 card that was issued at the bridge. (You must be properly registered for classes or we will be unable to endorse your I-20.)

**\*Canadian Commuters:** You should get this endorsement immediately upon your arrival to campus on your first day of classes; The bridge will look for this endorsement when crossing over into the U.S. on future dates.

**\*On-campus or local housing:** You need get this endorsement within the **FIRST WEEK** of the semester (you can not travel outside the U.S. without this signature!)

**You must complete the international CHECK-IN at the Student Records & Financial Services Office within the first week of school EACH SEMESTER or your I-20 is subject to termination!**

**\*NOTE:** If you are not registered as a full time student within the first week of the start of the semester, and do not have a part time I-20 with a special "Border Commuter" notation, you will be considered out of status according to the guidelines of your student visa and your I-20 is subject to termination. (Only Canadian Nationals & Citizens are eligible for part time I-20s and a new I-20 must be issued each semester.)

6. If you have any questions or concerns, please contact:

Sarina M. Munzi  
Administrative Assistant for Records  
Student Records & Financial Services - Butler Bldg  
5795 Lewiston Road  
P.O. Box 1914  
Niagara University, NY 14109  
PHONE: 716-286-8728  
FAX: 716-286-8733  
EMAIL: [smunzi@niagara.edu](mailto:smunzi@niagara.edu)

Elizabeth A. Broomfield  
Associate Director of Records  
Student Records & Financial Services - Butler Bldg  
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P.O. Box 1914  
Niagara University, NY 14109  
PHONE: 716-286-8726  
FAX: 716-286-8733  
EMAIL: [eab@niagara.edu](mailto:eab@niagara.edu)

**REMINDER:** All Health Services documentation should be submitted to the Niagara University Health Service Office 30 days prior to the start of classes. More information can be found at: <http://www.niagara.edu/healthcenter/> Failure to meet all Health Service requirements will result in you being withdrawn from classes and your I-20 will be terminated. Please ensure this is taken care of prior to your arrival for classes! If you have any questions regarding this matter, please contact them at 716-286-8390.