

# Student & Exchange Visitor Information System (SEVIS)

## Fee Reimbursement Request

2024

|  |                    |                   |
|--|--------------------|-------------------|
| <b>Name:</b>   | <b>First Name:</b> | <b>Last Name:</b> |
|  |                    |                   |
|  |                    |                   |
| <b>Have you ever applied for SEVIS reimbursement before?</b>   | YES                | NO                |
|  |                    |                   |
| <b>SEVIS fee amount paid?:</b>   |                    |                   |
|  |                    |                   |
| <b>Date SEVIS fee was paid?:</b>   |                    |                   |
|  |                    |                   |
| <b>Semesters as TA:</b>  |                    |                   |
| Semester #1  |                    |                   |
| Semester #2  |                    |                   |
| Semester #3  |                    |                   |
| Semester #4  |                    |                   |
|  |                    |                   |
| <b>Student Number:</b>   |                    |                   |
| <b>Email Address:</b>  |                    |                   |
| Please submit this request form with a copy of your SEVIS fee receipt to<br><a href="mailto:gradschool@grd.msu.edu">gradschool@grd.msu.edu</a> |                    |                   |

MEMORANDUM OF UNDERSTANDING  
 Between Michigan State University and And  
 The Graduate Employees Union Local 6196, AFT-Michigan AFL-CIO

*Upon Employee request, the University will reimburse up to \$350.00 paid by the Employee for the SEVIS fee to attend a graduate program at Michigan State University, unless the fee has been reimbursed by another source(s). This reimbursement will take place after the completion of the fourth term of employment as an Employee under the terms of this agreement. The University shall, in no case, be required to pay the reimbursement more than one time per employee. This provision shall apply to employees who enroll in a graduate program at the University after the effective date of this Agreement.*