

**New York State and CWA Local 1104/Graduate Students Employees Union Student
and Exchange Visitor Information System (SEVIS)
Fee Mitigation Program Guidelines**

1. Overview

New York State (State) and CWA Local 1104/Graduate Student Employees Union (GSEU) negotiated funds in the 2023-2026 Agreement for the cost of various fees incurred by graduate assistants and teaching assistants represented by GSEU under Article 5.14 Fee Mitigation Fund. The fees include the Student and Exchange Visitor Information System (SEVIS) I-901 fee which all visitors to the United States who are on student or exchange visas are required to pay the Department of Homeland Security the first time they apply for a visa. The SEVIS Fee Mitigation Program is for the period July 2, 2024 to April 20, 2026.

2. Eligibility

Graduate assistants and teaching assistants are eligible for the SEVIS Fee Mitigation Program under the following conditions:

- Must be employed as a graduate assistant or teaching assistant represented by GSEU on July 2, 2024 or later.
- Must be enrolled for the first time as a graduate assistant or teaching assistant in a graduate program at a SUNY campus on July 2, 2024 or later.
- Must have paid the SEVIS I-901 fee to attend a SUNY graduate program on July 2, 2024 or later and not have been reimbursed by another source for the SEVIS I-901 fee.
- Must have an official copy of the receipt for the SEVIS I-901 fee payment from the Department of Homeland Security.
- Must be in good academic standing at the time of applying.
- Must be employed as a graduate assistant or teaching assistant represented by GSEU at the time of payment.

3. Application Process

To be reimbursed for the SEVIS I-901 fee mitigation, a graduate assistant or teaching assistant must:

- Complete and sign the SEVIS Fee Mitigation Program Application accessible at: <https://www.oer.ny.gov/gseu>
- Attach an official copy of the SEVIS I-901 Payment Confirmation receipt from the Department of Homeland Security as proof of payment to the application.
 - The receipt must include: full name, amount paid, and payment date.
- Submit the completed application with an official copy of the SEVIS I-901 fee payment receipt by **April 20, 2026**.

Email: nysgseulmc@oer.ny.gov or
Mail: NYS/GSEU LMC SEVIS Fee Program
2 Empire State Plaza, 12th floor
Albany, New York 12223

NOTE: An incomplete or illegible application or an application without official proof of a SEVIS I-901 fee payment receipt from the Department of Homeland Security will not be considered for reimbursement.

For questions or additional information: Email: nysgseulmc@oer.ny.gov or call 518-486-4666