



Change of Status in the United States

If you are currently in the U.S. in a non-immigrant visa status and wish to change your status to the F-1 student visa you will need to be admitted to fully CIIS and then submit the documents listed below to the USCIS. A change of status can be requested up to 30 days before the start of the program at CIIS and one must maintain their current visa status up to the start of the start date listed on the CIIS SEVIS I-20 form. One must maintain the F-1 visa status from the start of the program and is not eligible to work on campus until the F-1 status is approved.

1. Form I-539, Application and Instructions to Extend/Change Non-immigrant Status. You can download this form at: <http://www.uscis.gov/portal/site/uscis> under *Immigration Forms*

This form is used by some nonimmigrants to request changes from one nonimmigrant category to another nonimmigrant category. It is also used by F and M non-immigrants seeking reinstatement of status. Please see the form's instructions for your specific nonimmigrant visa category.

2. The I-539 fee in check or money order payable to "U.S. Department of Homeland Security".
3. Original SEVIS Form I-20 issued by CIIS. The International Student Advisor will provide you with your Form I-20 once you have submitted a completed Certificate of Funding demonstrating financial resources to cover your first year of living and tuition costs at CIIS.
4. Copies of your passport ID pages, visa and current immigration status documents (previous I-20, EAD when applicable).
5. Copy of your SEVIS Fee payment receipt.
6. Copy of your form I-94. <https://i94.cbp.dhs.gov/I94/#/home>
7. A photocopy of your financial support documents. These should be the same financial support documents you used for your Certificate of Funding.
8. If you have dependent family members, their information should be included on Form I-539. You should also include a copy of their passport ID pages, visa and current immigration status documents.
9. You should submit a letter to the USCIS explaining why you want to change status to F-1. This is optional, but a strong letter can help convince the USCIS of your non-immigrant/temporary intent and that you did not initially enter the U.S. with the intention to study.

Mail all of the information above to the USCIS Service Center having jurisdiction over your place of residence.