



ITU

International Technological University

2711 North First Street - San Jose, CA 95134

Phone (888) 488-4968

www.itu.edu

Change Status to F-1

If you are currently in the United States in a non-immigrant status (such as H-4 or L-2 status), you may be able to study in your current status. See [Nonimmigrants: Who Can Study?](#) posted by Student and Exchange Visitor Program (SEVP).

Change of status to F-1 could be a lengthy process. You should speak to an International Student Advisor at ISO as early as possible so you can plan ahead.

There are two ways to change to F-1 status:

- **Change by Travel:** travel outside the U.S. and re-enter the U.S. with a new "initial attendance I-20", or
- **Change by Mail:** stay in the U.S. and request a change of status by filing I-539, Application To Extend/Change Nonimmigrant to the United States Citizenship and Immigration Services (USCIS).

Travel/Re-Entry v.s. Change of Status

	TRAVEL/RE-ENTRY	CHANGE OF STATUS
Cost	<ul style="list-style-type: none"> • Plane ticket to home country • Visa application fee (if you need to apply for a new F-1 visa) • I-901 SEVIS Fee: \$200 	<ul style="list-style-type: none"> • Filing fee for I-539: \$370 • I-901 SEVIS Fee: \$200
Processing Time	Various from counties to countries. See Visa Appointment and Wait Times .	<p>USCIS Processing Time: 90 days or more. See USCIS service center processing time information.</p> <p>This processing length can change at any time and is not guaranteed. While your I-539 change of status application is pending, you must:</p> <ul style="list-style-type: none"> • Maintain your current immigration status • Register for a full-time course load • Physically remaining in the U.S. <p>This process does NOT provide you a new F-1 visa stamp in your passport. The next time you travel outside the U.S. you will need to visit a U.S. consulate or embassy to apply for an F-1 visa.</p> <p>USCIS processing time maybe longer than you expected. Please read "What you need to know before changing status by mail" section below.</p>
Other Concerns	It may be difficult to travel in the middle of the semester. You will not be eligible for F-1 benefits (On-Campus Employment) until you have obtained F-1 visa and entered the U.S. in F-1 status	If USCIS denies your change of status application, you must leave the U.S. immediately when your current status expires.



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Change by Mail

Applying for change of status by mail is a two-step process. Students should submit application materials to ISO to receive a change of status I-20. After receiving the I-20, you should mail the filing fee, I-539 application, photocopy of the change of status I-20, and all the supporting documentation to USCIS.

Step 1

To request a change of status I-20, you need to collect the following documents:

- **I-539: Application to Extend/Change Nonimmigrant Status:** Complete and sign **I-539**. I-539 is a fillable PDF form. We advise you to type the application instead of filling it out by hand.
- **Photocopy of the identification page(s) in your passport.**
- **I-94 Admissions Verification:** Print the most recent I-94 at <http://www.cbp.gov/i94>. If you entered the U.S. prior to April 30, 2013, provide a front and back copy of the I-94 card stapled to the passport.
- **Proof of Current Immigration Status:** Photocopies of current visa stamp and biographical page of your passport, or photocopies of USCIS approval of your current status.
- **Dependent(s):** If the change of status application involves dependents (spouse/children), include copies of dependent(s)' passport biographical and visa pages, I-94 admissions verification or I-94 card, and proof of their relationship to the applicant (marriage certificate, birth certificates of children).
- **Letter of Explanation:** the letter should be written by the applicant and should be addressed to the USCIS requesting the change of status and explaining applicant's circumstances. The letter should include why (and the date) you entered the U.S. in your current status, why and how your intentions changed after your arrival in the U.S., the reasons why you have now decided to apply for a change to F-1 student status, and any other important information. **Your letter should be written in as much detail as possible as this will be your only opportunity to explain your situation to the USCIS.**
- **Proof of Finances:** you and/or your sponsor(s) must prove that you have the financial ability to pay for school costs plus living expenses for one academic year.
- **Financial Affidavit**
- **Form G-1145, E-Notification of Application/Petition Acceptance** (PDF, 240 KB). This form is optional. If you would like to receive a receipt notification of your application electronically either via email or text, complete this form.

Step 2

Pick up the I-20, within 5-7 business days

Submit the application materials to:

USCIS, P.O. Box 660166, Dallas, TX 75266.

(ISO recommends that you send your application by Priority Mail - additional fee will apply)

For Express mail and courier deliveries:

USCIS, ATTN: I-539, 2501 S. State Highway 121, Business Suite 400, Lewisville, TX 75067

A completed change of status application should have all the materials you picked up at ISO, plus the following items:

Global Development Through Silicon Valley Education





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1. **Filing Fee: \$370.** Money order or check payable to "U.S. Department of Homeland Security".
2. **\$200 SEVIS I-901 Fee Payment Receipt:** You must pay **\$200 SEVIS I-901 fee online** after receiving the I-20. Print the receipt and mail it with your application.

We recommend that you scan or make photocopies of the application package for yourself before mailing it to USCIS.

After You Submit the Application to USCIS

You should receive an **I-797C, Notice of Action** 3-4 weeks after you mailed the application. I-797C is the receipt letter and it indicates your receipt number. You can check your application status by entering this number at USCIS's website: <http://www.uscis.gov/>. Call **USCIS National Customer Service Center** if you did not receive an I-797C.

Request of Evidence (RFE)

If the USCIS needs further clarification from you regarding your application, a Request for Evidence (RFE) notice will be sent to you. It is important to follow the instructions on the RFE carefully and by the noted deadline. If an RFE is not filed correctly in a timely manner, it may result in denial of your change of status application.

If you receive an RFE, notify the International Student Advisor with the date and reason for the RFE.

Approval

After approval, USCIS will mail you an Approval Notice with an I-94 card at the bottom. The new I-94 will have the F-1 designation and "Valid for Duration of Status" remarks on it. Provide the proof of your F-1 status to ISO after you receive it by mail. Upload the document on the ticket.

You are responsible to follow the F-1 regulation and maintain full-time status while you are in the United States.

If you are planning to travel outside the U.S. after the approval, be sure to apply for an F-1 visa which reflects your changed status before you return to the U.S.

Denial

Prepare to leave the United States when your current status expires.