

Students must complete and submit the following information with the IPS office to apply for a change of status. Once the application is completed and sent to the USCIS office, it can take 3-5 months to get approval. While the application is pending, you must continue to follow the rules of your current status. Please consider the long processing time when you are making your academic plans.

Checklist:

- Current SEVIS I-20.
- I-539 Form (Go to <http://www.uscis.gov/>).
- I-539 Fee of \$300. Your personal check must have a *printed* (not hand written) address.
- Letter from the student requesting the change of status. The letter should make it clear that the applicant did not intend to become a student when s/he initially came to the US on an F-2. It should include some explanation of the circumstances that changed and made the person decide to apply for student status. The letter should include:
 - when the student came to the United States,
 - when the student applied for admission,
 - which degree program the student is pursuing,
 - who will sponsor the student,
 - a statement that the student is aware of F-1 visa rules and regulations.
- All immigration documents: I-94, visa, valid and unexpired passport.
(If J-1, copy of DS-2019; if H-1, copy of H-1 visa approval Notice of Action I-797)
- Declaration and Certification of Finances Form, including all supporting financial documents. Bank statements, sponsor letters, and employment letters must be enclosed.
- If the student has dependents (spouse and children), the supplemental section of the I-539 should be completed with photocopies of dependents I-20 or DS-2019, passport, visa, and I-94.
- The advisor will issue an I-20 stating **Pending Change of Status**. This I-20 will be sent to USCIS along with copies or originals of other documents listed above.
- If changing to F-1, Proof of payment of [SEVIS](#) fee.

Students must maintain their health insurance while their change of status is pending. F-2 students changing to F-1 will need to purchase insurance when they enroll for classes.

While your change of status is being processed, you can not travel outside the United States. If you do, your change of status will be automatically canceled.
