



## International Student & Scholar Services

### Changing Your Status to F-1

All requests for change of status while in the United States by any alien or foreign national require an application for the United States Citizenship & Immigration Services. The Designated School Official will help you with filing and preparing the application.

#### **Who is eligible to apply for a change of status to F-1 if he or she has maintained lawful nonimmigrant status with the following exceptions:**

- M-1 Students
- C, D, K non-immigrants
- J-1 physicians admitted to receive graduate medical education or training
- J non-immigrants subject to the I.N.A. 212 (e) 2-year foreign residence requirement
- Aliens admitted as visitors under C.F.R. 212.1 (e) WT & WB visitors admitted under the Visa Waiver Program

#### **May I begin attending classes before my application has been approved?**

All applicants may be able to begin attending class after their change of status application has been submitted and while waiting for approval, except for individuals who have entered the United States on a B-1 or B-2 or F-2 visa or WT or WB visa waiver if from waiver country. It is strongly recommended that all other visa holders consult with an immigration attorney to verify their eligibility to enroll for classes while their change is status is pending.

#### **May I begin campus employment such as assistantship while waiting for the change of status approval?**

No. You can only attend classes full-time while application is pending.

**Note:** If the application is denied, students may be required to leave the US on short notice, interrupting their program of study at an inconvenient or academically disadvantageous time.

When you change your status in the United States, your visa in your passport is not changed. Visas may only be obtained outside the United States at a U.S. embassy or

consulate. **Remember:** If your status is changed to F-1, and you depart the United States, you must obtain an F-1 visa from a U.S. embassy or consulate outside the United States before re-entering the United States.

**Important:** Leaving the US while an application for change of status is pending is considered an abandonment of petition. Contact your International Adviser for your options if you must travel out of the U.S. during this period.

### **Steps to Follow:**

**Make an appointment to see an International Student Adviser and bring the following:**

- I20 Request completed by Admissions Officers
- Credit Card for SEVIS fee payment of \$200.00
- Original and 2 copies of Financial Documentation showing enough funds to cover one year of tuition, living expenses and health insurance for you and dependants (*Any financial documentation that is older than six months will not be accepted*)
- Original I-94 card
- Original letter and 2 copies explaining the reasons you want to change your status.
- 3 copies of proof of current visa status (both sides of I-94 and Visa, if applicable)
- 3 Copies of Passport (showing name and expiration date)
- If dependants are included in the application, please provide 3 copies of their immigration documents.
- Original I-539. Please download from this Web site ([www.uscis.gov](http://www.uscis.gov)).
- A money order or cashier's check made payable to the United States Department of Homeland Security. Please check the USCIS Web site for the exact amount ([www.uscis.gov](http://www.uscis.gov))

**Please use following information in order to bring additional documentation according to your current visa/status type**

#### **F2 to F1**

- ✓ 3 copies of F-1's I-20 listing you as a dependant
- ✓ 3 copies of F-1's immigration documents (visa, passport, I94)
- ✓ 3 copies of F-1's transcripts

#### **H4 to F1**

- ✓ 3 copies of H-4 Approval Notice
- ✓ 3 copies of H-1's immigration documents (approval notice, visa, passport, etc)
- ✓ 3 copies of employment from H-1 sponsor
- ✓ Original and 2 copies of transcripts, if currently a student.
- ✓ Original and 2 copies of Admissions Letter if just admitted

**H1 to F1**

- ✓ 3 copies of H-1 immigration documents (approval notice, visa, passport, etc)
- ✓ 3 copies of letter of employment
- ✓ Original and 2 copies of Transcripts if currently enrolled
- ✓ Original and 2 copies of Admissions Letter if just admitted

**J1/J2 to F1**

- ✓ Original and 2 copies of transcripts if enrolled
- ✓ 3 copies of waiver if subject to 212 (e)
- ✓ If a J-2, please include 3 copies of J-1 immigration documents

**E or L to F1**

- ✓ If a dependant, provide 3 copies of primary visa holder's documents

**F1 or F2**

- ✓ 3 copies of F1 immigration documents
- ✓ Original and 2 copies of F1's transcripts
- ✓ 3 copies of Marriage or Birth Certificate proving the relationship to F1

**All applications will be sent to:  
U.S.C.I.S.  
Vermont Service Center  
75 Lower Welden  
St. Albans, VT 05479-0001**