

Change FROM B-1 or B-2 Visa TO F-1 status in the United States

Student Instructions

1. Apply to a Tseng College program such as IEP, GCBA, MPA, MS in Taxation, etc. If admitted to the program, you will receive a Form I-20 "Certificate of Eligibility for Nonimmigrant Student."
 - o Sign and date your I-20.
 - o Use the SEVIS ID number of your I-20 to pay the SEVIS fee, see Step 2.
2. Pay the SEVIS I-901 fee, go to www.fmjfee.com/i901fee
 - o Save proof of payment
3. Complete and sign Form I-539 "Application to Extend Status/Change Nonimmigrant Status" at www.uscis.gov/i-539
 - o Make sure you are using the most recent version.
 - o Print and send all pages.
 - o When signing or filling out any sections by hand, write clearly and use black ink.
 - o As of May 2019, you can file online (check for eligibility <https://www.uscis.gov/i539online>)
4. The fee is \$370.
 - o Pay by check or money order: Payee is "U.S. Department of Homeland Security" (Write it exactly this way.) Attach check or money order to the Form I-539 application.
 - o Or pay by credit card: Go to <https://www.uscis.gov/g-1450>
5. Print a copy of your electronic I-94 at <https://i94.cbp.dhs.gov/i94/>
6. Make copies of these pages in your passport
 - o Identity pages, visa, and most recent entry stamp
7. You will need a recent copy of bank statement or scholarship letter that shows ability to pay tuition and support yourself while studying in the U.S.
8. Write a letter explaining why you want to change status, especially to explain that you did not intend to study while in the United States when you applied for your current visa.
9. Assemble for mailing (in one envelope/package), in this order:
 - o Check or M.O. for \$370 (to U.S. Department of Homeland Security)
 - o ORIGINAL I-539 application
 - o Form I-20
 - o Proof of payment of the SEVIS I-901 fee
 - o Copies of 'identity' pages from passport
 - o Copy of most recent entry stamp in passport
 - o Copy of electronic I-94
 - o Copy of bank statement or scholarship letter
 - o The letter written by you explaining why you want to change status.
10. Send everything in one envelope to the address below.
Use a mailing service that gives you a receipt and a way to track your package.
USCIS
ATTN: I-539
2501 S. State Highway 121 Business
Suite 400
Lewisville, TX 75067
(800) 375-5283

Note: It is much easier to use your I-20 in your home country to apply for an F-1 visa, but if you decide to apply for a Change of Status while staying in the US, be aware that

- Your passport must be valid and you must be admitted to a program in this college.
- You CANNOT attend school while waiting for your change of status to go through.
- You CANNOT work while waiting for your change of status to go through.
- If you leave the US while your COS is pending, your application becomes invalid.
- See "Special Instructions for B-1/B-2 Visitors Who Want to Enroll in School" at the USCIS website.

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