

Change of Status, F-2 to F-1 While in the U.S. - Student Checklist

It is much easier to change to F-1 visa status in your home country.

However, if you must apply while staying in the United States, be aware that...

- Your passport must be valid for at least 6 more months.
- 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.

Revised 7/22/21

Follow the instructions below to apply for a change of status.

1. Apply to a Tseng College program such as IEP, SAC, SSP, MPA, ABA, 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 or apply online <https://www.uscis.gov/i539online>.
 - o When signing or filling out any sections by hand, write clearly and use black ink.
4. The fee is \$370.
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 - o Pay by credit card, debit card, or pre-paid card.
 - o If using a paper application and want to pay with a credit card, you need this form: Form G-1450 "Authorization for Credit Card Transactions" <https://www.uscis.gov/g-1450>
 - 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.
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, if available
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. Recommended, but not required: A letter written by you explaining why you want to change status, especially to explain that you did not have the intention of studying while in the United States when you applied for your current visa.
9. Assemble all of the above for mailing in one envelope/package:
 - o Check or money order for \$370, or Form G-1450 for \$370.
 - o Copy of Form I-20
 - o Proof of payment of the SEVIS I-901 fee
 - o ORIGINAL Form I-539 application
 - o Copy of I-94
 - o Copies from your passport
 - o Copy of bank statement or scholarship letter
 - o Optional letter written by you
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
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