CHANGE OF STATUS TO F-1

Step 1

Attend the Change of Status to F-1 workshop, then complete and submit the following to the ISSS Office. This request can take at least 3 weeks for processing. You will be notified by email once your Form I-20 is ready for pick-up.

1. Change of Status to F-1: I-20 Request Form


3. Copies of your passport, current visa page/ USCIS Form I-797 Notice of Action, and your most recent Form I-94.

4. Copies of the primary visa holder’s documents (if you are currently on a dependent visa)
   - His/her passport, current visa page/ USCIS Form I-797 Notice of Action (with expiration date in the future), and the most recent Form I-94
   - Employment verification Letter (if employed)

If submitting a USCIS application to change status to F-1 within the U.S., please also submit:

- A Letter of Explanation briefly explaining your circumstances and the reason(s) why you would like/ need to change status to F-1. Address your letter to USCIS.
- Completed I-539 Form (download from: http://www.uscis.gov/files/form/i-539.pdf)

Step 2

Please refer to the checklist on page 2 to assemble your Change of Status to F-1 with USCIS or F-1 Visa application at a U.S. Embassy.
CHANGE OF STATUS TO F-1

<table>
<thead>
<tr>
<th>Apply for a Change of Status to F-1 with USCIS (inside the U.S.)</th>
<th>Apply for an F-1 Visa at a U.S. Embassy (outside the U.S.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Copy of your SJSU Form I-20 signed and dated by you and issued for Change of Status Requested</td>
<td>1. Original SJSU Form I-20 signed and dated by you and issued for Initial Attendance</td>
</tr>
<tr>
<td>2. A new Form I-539 (incorporate the edits suggested by ISSS advisor)</td>
<td>2. SJSU Admission Letter</td>
</tr>
<tr>
<td>3. A new Letter of Explanation (incorporate the edits suggested by ISSS advisor)</td>
<td>3. SJSU Transcript showing your enrollment history</td>
</tr>
<tr>
<td>4. Required $370 application fee, payable to the Department of Homeland Security. You may pay by personal check, money order, or Credit Card (Note: if paying by Credit Card, USCIS Form G-1450 is required).</td>
<td>4. Proof of current registration at SJSU (if enrolled)</td>
</tr>
<tr>
<td>5. Form G-1450 (to receive application status notifications from USCIS by email or text message)</td>
<td>5. Your original passport</td>
</tr>
<tr>
<td>6. Copies of your passport, current visa page/ USCIS Form I-797 Notice of Action, and your most recent Form I-94</td>
<td>6. Proof of financial support (same financial documents submitted to ISSS in Step 1, except for the Declaration of Finance Form)</td>
</tr>
<tr>
<td>7. SEVIS I-901 Fee receipt (Pay $200 and print out receipt online)</td>
<td>7. Completed online F-1 visa Application: Form DS-160. Follow U.S. Embassy instructions to pay the visa application fee ($160)</td>
</tr>
<tr>
<td>8. Proof of financial support:</td>
<td>8. SEVIS I-901 Fee receipt (Pay $200 and print out receipt online)</td>
</tr>
<tr>
<td>• Same financial documents submitted to ISSS in Step 1, except for the Declaration of Finance Form</td>
<td>Contact the U.S. Consular Office where you plan to apply to find out if any additional documents are required for an F-1 visa application.</td>
</tr>
<tr>
<td>• Bank statements from previous 4 consecutive months with a monthly balance similar to the required amount</td>
<td>Please visit Travel.State.Gov to book your visa appointment (<a href="https://travel.state.gov/content/travel/en/us-visas/study/student-visa.html">https://travel.state.gov/content/travel/en/us-visas/study/student-visa.html</a>)</td>
</tr>
<tr>
<td>9. Copies of the primary visa holder’s documents (if you are currently on a dependent visa)</td>
<td>• We highly recommend you apply for the F-1 visa in your home country. If this is not an available option, you might be able to apply at U.S. Consular Office that accepts visa applications from Third Country Nationals (TCNs). Please contact the Consulate directly to confirm they accept TCN F-1 visa applications.</td>
</tr>
<tr>
<td>• His/her passport, current visa page/ USCIS Form I-797 Notice of Action (with expiration date in the future), and the most recent Form I-94</td>
<td>Where to file your application:</td>
</tr>
<tr>
<td>• Employment verification Letter (if employed)</td>
<td></td>
</tr>
</tbody>
</table>

Please find the mailing address directly on the USCIS website (https://www.uscis.gov/i-539-addresses).

- We highly recommend you mail your application with a certified return receipt.
- When you receive the USCIS Form I-797 Notice of Action confirming receipt of your application, make sure to keep it for your records. You will need to refer to the receipt number when checking your application status online.
- This application can take between 3 to 10 months to be processed by USCIS.

If your application is approved by USCIS:

You must bring the USCIS Form I-797, Notice of Approval to the ISSS office immediately and fill out the ISSS Check-In Form. The ISSS needs these documents to activate your F-1 electronic record in the SEVIS database.

If you receive a Request For Evidence (RFE) notification from USCIS: Contact the ISSS office immediately because it is time-sensitive.

If your F-1 visa is issued by the U.S. Consular Office:

The first date you can enter the U.S. using your F-1 visa is 30 days prior to the program start date indicated on your Form I-20.

After entering the U.S. as an F-1 student, you must bring your passport, visa, and Customs and Border Protection (CBP) entry stamp/print out of your electronic Form I-94 to the ISSS office and fill out the ISSS Check-In Form. The ISSS needs these documents to activate your F-1 electronic record in the SEVIS database.
CHANGE OF STATUS TO F-1: I-20 REQUEST FORM

SECTION 1: FOR STUDENT TO COMPLETE

Family Name: ____________________________________________  Given Name: ____________________________________________

Student ID#: ___________________  Female □  Male □  Current immigration status: ___________________

Email: ____________________________________________  Telephone #: ___________________

Foreign Address (in your home country, include street number, street name, apartment number, city, state and zip code):
_____________________________________________________________________________  __________________________________________________

U.S. Address (if applicable, include street number, street name, apartment number, city, state and 5-digit zip code):
_____________________________________________________________________________

To obtain F-1 status I intend to (choose one option ONLY):

☐ Apply for Change of Status to F-1 with USCIS inside the U.S.

☐ Apply for an F-1 visa at a U.S. Embassy outside the U.S.  Approximate Visa Interview Date________________________ (MM/DD/YYYY)

Dependent Information for those who will change to F-2 status (if applicable)

List any additional dependents below and provide a copy of their passport, current visa page/ USCIS Form I-797 Notice of Action, and most recent Form I-94. Additional required dependent documentation:

- F-1 spouse: A copy of your Marriage Certificate in English. If the document is in a foreign language, please include an English translation.
- F-1 child: A copy of your child’s Birth Certificate in English. If the document is in a foreign language, please include an English translation.

Family Name   Given Name:   Date of Birth:   Country of Birth:   Country of Citizenship:

☐ Spouse ___________________________________________________________________________________________

☐ Child ___________________________________________________________________________________________

☐ Child ___________________________________________________________________________________________

SECTION 2: FOR ISSS

Required Docs:
☐ Financial documentation
☐ Declaration of Finance Form
☐ Passport, current visa page, I-94 record
☐ Primary visa holder documents
   (Passport, current visa page, I-94 record; employment verification letter)
☐ I-539
☐ Letter of explanation

IF COS by USCIS

☐ Letter of explanation

☐ Email notification

Date submitted:

Status verification by ISA:
☐ Admission status (if new student)
☐ Degree & program verification
☐ Expected graduation term in PS __________________________
☐ Enrollment Status (if enrolled); list enrollment history on folder

Advisor’s signature: __________________________

Approval Date: __________________________