CHANGE OF STATUS TO F-1

Please bring an extra copy of each of your documents. This copy will be kept in your file.

- Original I-20
- I-539, completed and signed
- Original I-94 and Visa
- Photocopy of Passport (photo page with expiration date)
- Financial support documents I-134 and/or bank statements (copies) for previous three (3) months
- $290.00 check or money order (payable to the Department of Homeland Security)
- Dependent(s) I-94, if changing with you
- If changing from F-2 to F-1, copy of principal's I-20
- If changing from H-4 to F-1, copy of principal's H-1 approval
- If changing from H-1 to F-1, copy of all H-1 approvals (including letters from employer(s) specifying dates of employment, and last three (3) pay statements)
- Copy of marriage certificate
- Letter to USCIS stating reason(s) for requesting a change of status
- SEVIS Data Collection Form
- Advisor Form
- SEVIS Fee receipt (http://www.fmjfee.com)
- $8.50 cash/check/money order for UPS postage (payable to New Jersey Institute of Technology)
- Register as a full-time student (beginning the semester in which you request the change of status)
- Other

The above listed documents should be returned to an International Students advisor to be mailed by the advisor to the address below.

U.S. Citizenship and Immigration Services
Vermont Service Center
75 Lower Welden Street
St. Albans, VT 05479

Please note that an application for a change of status can take up to 180 days after the USCIS acknowledges receipt of your request.

Last revised 6/30/2011