

Change of Status to F-1 Application and Checklist

Please complete the following information and gather all required documents for your change of status request. Once prepared, schedule an appointment with the Center for Global Engagement to discuss your application. Review the information at www.elgin.edu/international for information on eligibility and filing with USCIS.

Name: _____ Student ID: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

Anticipated Program of Study: _____

Current Non-Immigrant Visa: _____ End Date on I-9-4 Card: _____

I certify I have read this form and the instructions and certify that all information is correct to the best of my knowledge.

Student Signature

Date

To apply for a change of status, you must be in the United States in a valid nonimmigrant status. USCIS will adjudicate the application. If denied, you must be prepared to exit the United States. If approved, you will receive an approval notice and be issued an updated Form I-94.

Before ECC can issue a Change of Status I-20, you must submit the following:

- ☐ Submit proof in the form of a letter or email from a licensed U.S. attorney who has agreed to support your case.
- ☐ Letter explaining your reasons for changing your status to F-1 in the U.S., when you arrived in the U.S., what activities you have undertaken since your arrival, and why you chose ECC.

Once you have been issued a Change of Status I-20, you need to prepare the following documents to file for a change of status with USCIS:

- ☐ Form I-539 (Application to extend or change nonimmigrant status)
- ☐ Pay the filing fee and biometrics service fee by check or money order to "U.S. Department of Homeland Security." Check www.uscis.gov for the most current filing fee and biometrics service fee. Personal checks must be pre-printed with the name of the bank and the account holder. Also, the account holder's address and phone number must be pre-printed, typed or written in ink on the check. All checks must be typed or written in ink.

Important note: Write the date of the check in the U.S. style of month/day/year. Note that a biometrics fee is required for each I-539 application you file for you and your dependents.

- ☐ Pay the I-901 SEVIS fee. Pay online using a credit card at www.fmjfee.com. You must provide proof of payment of the SEVIS I-901 fee with your application.
- ☐ Copy of I-94
- ☐ Copy of valid and properly executed Form I-20. Don't forget to sign!
- ☐ Copies of current immigration status documents, visa stamp, and passport ID pages.
- ☐ Cover letter identifying why you want to change your status to F-1 and study at ECC. The letter should be addressed to "Dear USCIS Officer". Explain the following points in your letter:
 - Why do you want to change your status?
 - After you arrived in the U.S., what happened that caused you to decide to become a student at Elgin Community College?
 - How will your studies at Elgin Community College help prepare you for a career back home?
 - What are your plans concerning returning home permanently?
 - What have you been doing since you arrived in the U.S.?
- ☐ Letter from sponsor indicating how they will be financially supporting you.
- ☐ Copies of financial support documents, including three most recent itemized bank statements from your sponsor and Form I-134 Affidavit of Support (if being sponsored by a U.S. sponsor) or ECC Affidavit of Sponsorship.
- ☐ Make file copies of all documents before sending to USCIS.
- ☐ File the application with USCIS in a timely fashion. If you are filing a paper copy, mail by certified/registered mail to USCIS. Check www.uscis.gov/i-539-addresses for the most current address. Use a receipt-based mailing option such as certified mail, so that there will be evidence that the documents were received by USCIS. If you file online, please visit <https://www.uscis.gov/i539online> for full instructions.



This information is subject to change without notice. For individual questions, please contact the Center for Global Engagement for an appointment.