

Applying for a Change of Status From B-2 to F-1

There are two ways to change status:

1) Travel Outside the U.S.

- a. Obtain proper documentation for the new status
- b. Pay the \$200 SEVIS fee at www.fmjfee.com
- c. Travel outside the U.S.
- d. Apply for a visa at a U.S. Embassy or Consulate for the new classification
- e. Enter the U.S. with the new visa and any other applicable documents for the new visa category

2) Submit an Application to USCIS Within the U.S. (described in detail below)

- a. Obtain proper documentation for the new status
- b. Pay the \$200 SEVIS fee at www.fmjfee.com
- c. Apply to USCIS (U.S. Citizenship and Immigration Services) for a Change of Status by mail (paper application and documents)
- d. If approved, you will be given a new I-94 for the new status and are eligible for all the benefits of the new status; however, this does NOT change the visa in your passport. It is okay to remain in the U.S. in the new status with a visa from your old category; but if you travel outside the U.S. you will have to apply for a new visa in the new category in order to return to the U.S. to continue in the new category.

Applying Through Mail to USCIS from within the U.S.

Mail your application, fee and supplemental materials to USCIS. The address depends on which postal carrier is chosen:

<u>For US Postal Service:</u>	<u>For Non-US Postal Service (such as UPS, Fed-Ex, etc):</u>
USCIS P.O. Box 660166 Dallas, TX 75266	USCIS ATTN: I-539 2501 S. State Highway 121 Business, Suite 400 Lewisville, TX 75067

Application and Fee

\$370 Fee	Payable by check to the US Department of Homeland Security
Application	Download <i>Form I-539</i> from http://www.uscis.gov/ ; click on <i>Forms</i> tab; then I-539; type responses, print copy, and sign
Optional Form G-1145	Download <i>Form G-1145</i> from http://www.uscis.gov/ ; click on <i>Forms</i> tab; choose G-1145; type responses on form and print copy

SUPPLEMENTAL MATERIALS

You should **just submit photocopies** of all the supplemental materials below, **with the exception of the Evidence of Financial Support**. USCIS still seems to prefer working with original proof of finances. As always, it is recommended that you keep copies of all documents that you send to or receive from the U.S. Citizenship and Immigration Service. The Office of International Programs also suggests that you mail the application in a manner that guarantees proof of delivery (e.g. certified mail or return receipt).

In addition to the **I-539 application form and fee**, the following supplemental materials must be submitted:

1. Clear and obvious **request for a specific effective date**, if necessary or desired
2. **Copy of Form I-20** (just pages 1 and 2; make sure to sign at the bottom of page 1)
3. **I-901 SEVIS fee payment receipt** (go to <http://www.fmjfee.com> to pay the \$200 SEVIS fee)
4. **Personal letter** explaining your request, as well as **supportive evidence** of no prior intent to be a student (and course of study has not yet begun)
5. **Original evidence of financial support**. Past 4 months of bank statements are acceptable (a letter from the bank with current balance is insufficient).
6. **Copies of B-2 visa, I-94 card** or electronic I-94 record (<https://i94.cbp.dhs.gov/I94/#/home>), and **passport ID page**

Online Status Check

The status of your application can be checked online with a receipt number at: <http://www.uscis.gov/> Look for the Check your Case Status icon near the center of the website.

Moving/Change of Address

If you move or need to change the address written on the I-539 while your change of status application is pending, you must notify both the USCIS and Office of International Programs:

- Notify USCIS at: <https://egov.uscis.gov/crisgwi/go?action=coa>
- Notify the Office of International Programs by e-mailing international@washburn.edu

Important note: The U.S. Post Office will **NOT** forward any correspondence from USCIS even if you have a mail forwarding request on file.

Any questions regarding this information should be directed to the Office of International Programs in the International House, by e-mailing international@washburn.edu or calling 785-670-1051.