



**Request to Change to F-1/F-2 Status  
International Student and Scholar Services**

300 College Park, Rike Center #204  
Dayton, OH 45469-1701  
Ph: (937) 229-2748 • Fax: (937) 229-2766

With certain exceptions, an individual in nonimmigrant status can apply to the U.S. Citizenship and Immigration Services (USCIS) for a change of status (COS). A COS can be requested either through an application to USCIS or by travel. Which is most appropriate depends on your situation and priorities. This form will help ISSS determine which option is best for you.

**TO BE COMPLETED BY STUDENT**

Family (Last) Name \_\_\_\_\_ Given (First) Name \_\_\_\_\_  
Student ID \_\_\_\_\_ SEVIS ID: N00 \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Phone \_\_\_\_\_

**Current status (circle one): B-1, B-2, F-1, F-2, H-1B, or H-4 Other: \_\_\_\_\_**

**ELIGIBILITY/RISK ASSESSMENT**

USCIS may consider a change to **F-1 status** if none of the following are applicable:

- C, D, K, M, and S status
- J-1 physicians, J-1 subject to 212(e)
- WT and WB visitors admitted under Visa Waiver Program
- B-2 without "prospective student" notation on visa

Does the applicant intend to study at the university?  Yes  No  
If so, has s/he been admitted?  Yes  No  
Is the applicant currently in status?  Yes  No  
Will the applicant continue to be in status within 30 days of the requested start date?  Yes  No  
When does the applicant hope to begin his/her studies?  Jan  Mar  May  Aug  Oct, 201\_ \_  
What are the applicant's travel plans? \_\_\_\_\_

Based on the information you provided to us, ISSS recommends the following course of action:

- Changing status by application.** By signing below, you acknowledge the following:
  - There is no guarantee that your application will be accepted. If it is not, you may need to travel to change status.
  - The average processing time for a change of status is 3-5 months. During this time, you are required to maintain your current status.
  - If you leave the US before your application is approved, the application will be canceled and there will be no refund. While there is no negative impact on your immigration record, you will need a new I-20 and visa to return.
  - Even after your application is approved, you must apply for a new visa.
- Changing status by travel.** By signing below, you acknowledge the following:
  - There is no guarantee that you will be issued a new visa/permitted entry.
  - You will need a new I-20 and visa to return.

Rationale: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*By signing below, you affirm that you understand the risks.*

Signature \_\_\_\_\_ Date \_\_\_\_\_



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### REQUIRED DOCUMENTATION IF APPLYING FOR CHANGE OF STATUS

Prepare the following documents if you plan to apply for change of status by application:

- Copy of I-20 issued for "Initial attendance – change of status requested" (if changing to F-1) or dependent I-20 (if changing to F-2)
- Soft copy** of completed I-539: *Application to Extend/Change Non-Immigrant Status*. Download at [www.uscis.gov/i-539](http://www.uscis.gov/i-539).
- Copy of passport photo page + spouse (if changing to F-2)
- Copy of visa + spouse's visa (if changing to F-2)
- Copy of I-94 + spouse's I-94 (if changing to F-2). Download at [www.cbp.gov/i94](http://www.cbp.gov/i94).
- Copy of all previously issued I-20s
- Copy of financial documentation
- Proof of payment of the SEVIS I-901 fee (if changing to F-1)
- Copy of marriage document in English (if changing to F-2)
- Check to pay the relevant fees
- Copy of EAD card (if on OPT)
- Envelope for mailing documents
- Soft copy** of letter from student answering the following questions:

You may gather all documents and submit the application independently. If more assistance is needed or you would like the documents to be reviewed, please schedule an appointment with an advisor. Bring your documents on a flash drive or email in advance. At the meeting, an ISSS representative will review your materials for accuracy. Once complete, you will mail these documents to:

USCIS  
P.O. Box 660166  
Dallas, TX 75266

### AFTER MAILING YOUR DOCUMENTS

2-3 weeks after mailing your documents you should receive I-797C: Notice of Action. This is an acknowledgment that your materials were received by USCIS. Track the progress of your case by entering your receipt number at [My Case Status](#) on USCIS.gov. The receipt number is a unique 13-character identifier that USCIS provides for each application or petition it receives. **If you receive any additional letters from USCIS, share them with ISSS immediately.**

### OTHER THINGS TO CONSIDER

Generally, nonimmigrants who have filed a timely application for change of status to a different nonimmigrant status can remain in the United States while their application is being adjudicated by USCIS. This assumes that the person was in valid nonimmigrant status when he or she filed the application, and that the current nonimmigrant status of the applicant will continue to be valid up until the date that the new status is requested to begin. **In the case of change of status to F-1, the student's current status must be valid to within 30 days of the requested program start date on the I-20.**

B-1 and B-2s cannot study until their change of status applications are approved by USCIS. If the application is denied, students may be required to leave the United States on short notice, interrupting their program of study at an inconvenient or academically disadvantageous time.

Traveling abroad while an application for change of status is pending will cancel the change of status application.



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### COMPLETING THE I-539

Below we explain which sections of the I-539 must be completed to apply for reinstatement: **The illustrations below are examples.** You will need to use your own information when filling out the form.

<p>Skip question 1 and 2. Complete questions 3a-3c.</p>	<p><b>Part I. Information About You</b></p> <p>1. Alien Registration Number (A-Number) ▶ A- <input type="text"/></p> <p>2. USCIS ELIS Account Number (if any) ▶ <input type="text"/></p> <p>3.a. Family Name (Last Name) <input type="text" value="Student"/></p> <p>3.b. Given Name (First Name) <input type="text" value="John"/></p> <p>3.c. Middle Name <input type="text"/></p>
<p>Use your current U.S. address. This is where USCIS will send future notifications to you.</p> <p>If your address changes after filing the I-539, <a href="http://egov.uscis.gov/coa">report</a> (egov.uscis.gov/coa) this to USCIS so that future notifications go to the correct address.</p>	<p><b>Mailing Address</b></p> <p>4.a. In Care Of Name <input type="text"/></p> <p>4.b. Street Number and Name <input type="text" value="Your address"/></p> <p>4.c. Apt. <input type="checkbox"/> Ste. <input type="checkbox"/> Flr. <input type="checkbox"/> <input type="text"/></p> <p>4.d. City or Town <input type="text" value="Your city"/></p> <p>4.e. State <input type="text" value="OH"/> 4.f. ZIP Code <input type="text" value="45469"/></p>
<p>This is typically the same as your mailing address.</p>	<p><b>Physical Address</b></p> <p>5.a. Street Number and Name <input type="text" value="Your address"/></p> <p>5.b. Apt. <input type="checkbox"/> Ste. <input type="checkbox"/> Flr. <input type="checkbox"/> <input type="text"/></p> <p>5.e. City or Town <input type="text" value="Your city"/></p> <p>5.d. State <input type="text" value="OH"/> 5.e. ZIP Code <input type="text" value="45469"/></p>



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Complete all but questions 9, 11c, and 12b. For 12a, use 'F-1' or whatever your current status may be. For 12 c, check the box.

For 11a, obtain your I-94 number from [www.cbp.gov/i94](http://www.cbp.gov/i94).

### Other Information

- 6. Country of Birth
- 7. Country of Citizenship or Nationality
- 8. Date of Birth (mm/dd/yyyy) ▶
- 9. U.S. Social Security Number (if any)
- 10. Date of Last Arrival Into the United States (mm/dd/yyyy) ▶

Provide information about your most recent Form I-94

- 11.a. I-94 Arrival-Departure Record Number
- 11.b. Passport Number
- 11.c. Travel Document Number
- 11.d. Country of Issuance for Passport or Travel Document
- 11.e. Expiration Date for Passport or Travel Document (mm/dd/yyyy) ▶
- 12.a. Current Nonimmigrant Status

12.c.  Check this box if you were granted Duration of Status (D/S).

Complete **only** questions 3 and 4 as shown here. Question 5b will automatically be populated after selecting 'I am the only applicant' in question 4.

### Part 2. Application Type (See instructions for fe

I am applying for: (Select one)

- 1.  An extension of stay in my current status.
- 2.a.  A change of status. The new status and effective date of change. (mm/dd/yyyy) ▶
- 2.b. The change of status I am requesting is:
- 3.  Reinstatement to student status.

Number of people included in this application: (Select one)

- 4.  I am the only applicant.
- 5.a.  Members of my family are filing this application with me.
- 5.b. The total number of people (including me) in the application is: (Complete the supplement for each co-applicant.)



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Complete **only** question 1b, 2a, and 3a as shown here.

**Part 3. Processing Information**

1.a. I/We request that my/our current or requested status be extended until (mm/dd/yyyy) ▶

1.b.  Check this box if you were granted, or are seeking, Duration of Status (D/S).

2.a. Is this application based on an extension or change of status already granted to your spouse, child, or parent?  
 Yes  No

2.b. If "Yes," provide USCIS Receipt Number.  
 ▶

3.a. Is this application based on a separate petition or application to give your spouse, child, or parent an extension or change of status?  
 Yes, filed with this I-539.  No  
 Yes, filed previously and pending with USCIS.

All questions in this section must be answered.

**Part 4. Additional Information**

If you are the Principal Applicant, provide your current Passport information:

1.a. Country of Issuance for Passport

1.b. Expiration Date for Passport (mm/dd/yyyy) ▶

**Foreign Home Address**

2.a. Street Number and Name

2.b. Apt.  Ste.  Flr.

2.c. City or Town

2.d. Province

2.e. Postal Code

2.f. Country

This section contains questions 3 – 20. Read each question carefully and answer accordingly.

**Pay special attention to question 19.** If you are not working in the U.S. (most F-1 students applying for reinstatement do not work) you will select 'No'. **If you select 'No' you must explain how you are supporting yourself in Part 4 question 2.**

Answer the following questions. If you answer "Yes" to any question, describe the circumstances in detail and explain on a separate sheet of paper.

3. Are you, or any other person included on the application an applicant for an immigrant visa?  Yes  No

4. Has an immigrant petition EVER been filed for you or for any other person included in this application?  
 Yes  No

5. Has Form I-485, Application to Register Permanent Residence or Adjust Status, EVER been filed by you or by any other person included in this application?  
 Yes  No



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	<p>19. Have you, or any other person included in this application, been employed in the United States since last admitted or granted an extension or change of status?</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If "No," fully describe how you are supporting yourself in <b>Part 4. Additional Information for Answers to Item Numbers 18., 19., and 20.</b> Include documentary evidence of the source, amount, and basis for any income.</p>
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### TEMPLATE FOR STUDENT LETTER

This section provides guidelines for and examples of a change of status letter. What follows is a "template" to help guide students. Please follow and adapt this template to meet your specific circumstances. The areas in *[brackets]* must be tailored to fit your current situation. Be specific.

*[Date]*

Department of Homeland Security/USCIS

To Whom It May Concern:

I am a student requesting change of status from *[current status]* to *[future status]* status. I ***[plan to enroll/or am currently enrolled]*** at the University of Dayton as a full-time student.

#### ***[Explanation of circumstances]***

- Explain why you did not enter the US in the status you requested
- Have you been engaging in activities for which you were admitted to US?
- Why have you decided to change your status?
- In what country do you intend to live/study after you have completed your studies in the US?
- Explain how your studies will help you after you leave the US?

Your consideration of my request for change of status will be greatly appreciated.

Sincerely,

*[Name]*

*[Signature]*

### HOW TO WRITE A CHECK

The illustration below shows how to write the check for payment of the I-539 fee. Fees are subject to change. See the I-539 instructions to verify the most recent fee.

The illustration shows a check with the following details:

- Your Name: 1027
- Address: mm/dd/yyyy
- City, State, Zip: **DO NOT ABBREVIATE**
- DATE: mm/dd/yyyy
- PAY TO THE ORDER OF: U.S. Department of Homeland Security
- Amount: \$ 370
- Text: Three hundred and seventy DOLLARS
- FOR: I-539
- Signature: Your signature
- Bottom line: 22222222 000 555 1027