



This handout should *only be used as a guide* on how to apply to the United States Citizenship and Immigration Services (USCIS) for a change of status. If you have questions about applying for a change to F-1 student status, we recommend that you consult with an experienced immigration attorney so s/he may review your application before submitting it to the USCIS.

ALL individuals applying for a change to F-1 student status MUST first meet the following requirements:

- ✓ MUST be admitted to DePaul University for a degree program or to the English Language Academy (ELA)
- ✓ MUST have an original DePaul University SEVIS I-20 document issued by the office that processed your admission
- ✓ MUST have original, current financial documents verifying availability of adequate funds to cover tuition and living expenses. Bank letters and/or statements must not be older than 6 months

## PRIMARY DOCUMENTS

ALL individuals applying for a change to F-1 student status MUST submit the following documents to USCIS:

- ❑ Copy of **DePaul University SEVIS I-20 document** (all three pages)
- ❑ CLEAR copy of **current financial documents** verifying you have adequate funds to cover expenses for one academic year
- ❑ Copy of **I-94 card** (small white card in passport or printed electronic I-94: <https://i94.cbp.dhs.gov>)
- ❑ CLEAR copy of pages containing the following in **your passport**: name, bio-data, photograph, passport number and expiration date, and most recently issued visa (if any)
- ❑ A **completed I-539**. Complete the I-539. Complete the supplement only if you have a dependent spouse and/or child. Make sure that the address you list in the application is valid for at least the next 6 months since USCIS will send their response back to the address listed on Form I-539. You may also download this form from the USCIS website at <https://www.uscis.gov/i-539>
- ❑ **\$290 Money Order** payable to DHS (Department of Homeland Security. Please note: personal checks are **NOT** accepted by DHS). *Fee increases to \$370 beginning December 23, 2016.*
- ❑ **SEVIS Fee Receipt** As of September 1, 2004, anyone issued an "Initial Attendance—Change of Status Requested" SEVIS I-20 must show proof of payment of the \$350 SEVIS fee upon submission of their Change of Status application. For more information on paying the SEVIS fee, please see <http://www.ice.gov/sevis/i901/index.htm>.
- ❑ **Evidence of Eligibility** – you must also submit additional documents to show that you have lawfully maintained your current non-immigrant status. See below for your current status and submit all of the additional corresponding documents required.

## EVIDENCE OF ELIGIBILITY

### B-1 or B-2

- ❑ **Personal letter** indicating reason for change of status request  
*If you are already attending classes at DPU as a full-time student, you may not be eligible for a change of status application. Please consult with an experienced immigration attorney.*

### E-1

- ❑ CLEAR copy of document showing you are a dependent (son / daughter) of your parent
- ❑ Original letter and from your **parent's employer verifying employment** and/or last pay stub
- ❑ CLEAR copy of **your parent's I-94 card** (front & back of the I-94 - small white card in passport or printed electronic I-94: <https://i94.cbp.dhs.gov>)
- ❑ CLEAR copy of pages containing the following in **your parent's passport**: name, bio-data, photograph, passport number and expiration date, and most recently issued visa (if any)  
*If you parent has already quit his/her job or been terminated, please consult with an experienced immigration attorney.*

### F-2

- ❑ CLEAR copy of your **Marriage Certificate** (English translation)
- ❑ Original letter from your **spouse's school verifying spouse is maintaining status**
- ❑ CLEAR copy of your **spouse's I-20 document** showing your name listed under dependent on page 3 of I-20
- ❑ CLEAR copy of **your spouse's I-94 card** (front & back of the I-94 - small white card in passport or printed electronic I-94: <https://i94.cbp.dhs.gov>)
- ❑ CLEAR copy of pages containing the following in **your spouse's passport**: name, bio-data, photograph, passport number and expiration date, and most recently issued visa (if any)

#### H-1B

- ☐ Original letter from your **employer verifying employment** and/or last pay stub
- ☐ CLEAR copy of the H-1B Approval Notice (if applicable)

*If you have already quit your job or have been terminated, please consult with an experienced immigration attorney.*

#### H-4

- ☐ CLEAR copy of your **Marriage Certificate** (English translation)
- ☐ Original letter from your **spouse's employer verifying employment** and/or last pay stub
- ☐ CLEAR copy of your spouse's **H-1B Approval Notice** (if applicable)
- ☐ CLEAR copy of **your spouse's I-94 card** (front & back of the I-94 - small white card in passport or printed electronic I-94: <https://i94.cbp.dhs.gov>)
- ☐ CLEAR copy of pages containing the following in **your spouse's passport**: name, bio-data, photograph, passport number and expiration date, and most recently issued visa (if any)

*If your spouse has already quit his/her job or been terminated, please consult with an experienced immigration attorney.*

#### J-1

- ☐ CLEAR copy of your DS2019 document

*If you are subject to the 2-year home-country physical presence requirement, you are not eligible to request a change of status unless you have received a waiver from the U.S. State Department.*

#### L-1

- ☐ Original letter from your **employer verifying employment** and/or last pay stub
- ☐ CLEAR copy of the L-1 Approval Notice (if applicable)

*If you have already quit your job or have been terminated, please consult with an experienced immigration attorney.*

#### L-2

- ☐ CLEAR copy of your **Marriage Certificate** (English translation)
- ☐ Original letter and copy from your **spouse's employer verifying employment** and/or last pay stub
- ☐ CLEAR copy of your spouse's **L-1 Approval Notice** (if applicable)
- ☐ CLEAR copy of **your spouse's I-94 card** (front & back of the I-94 - small white card in passport or printed electronic I-94: <https://i94.cbp.dhs.gov>)
- ☐ CLEAR copy of pages containing the following in **your spouse's passport**: name, bio-data, photograph, passport number and expiration date, and most recently issued visa (if any)

*If your spouse has already quit his/her job or been terminated, please consult with an experienced immigration attorney.*

**Do not send your original passport.** You should mail your application by **certified mail with return receipt** to the following address:

USCIS

P.O. Box 660166

Dallas, TX 75266

See <https://www.uscis.gov/i-539-addresses> for more information

We recommend that you make a copy of your entire application for your own records. **Expect to wait about 90-120 days** for a decision from USCIS to arrive at the address that you listed on the I-539 form. Processing time will depend on the workload of the USCIS. When you receive an answer from USCIS, please come into our office with your processed/stamped SEVIS I-20, approval notice, and I-94 card. We will make copies of the documents to add to your student file and update our records.

#### TRAVEL

**You must not travel outside of the U.S. until you receive an answer to your change of status application.** If you leave the U.S. before USCIS decides on your case, your application will be considered abandoned. If you travel outside of the United States after DHS approves your change to F-1 status, you will need to apply for an F-1 visa to be stamped in your passport while you are overseas.

OBTAINING F-1 STATUS THROUGH TRAVEL: If you would like to learn about the process of obtaining an F-1 visa from a U.S. consulate or embassy, please call ISS at 312.362.8376 to make an advising appointment.

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