DePaul University
Change of Status to F-1 Student

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 (COS). 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 COS application **before** submitting it to the USCIS.

If it has been less than 90 days since you made an initial entry to the U.S. in your current immigration status **and/or** if your current immigration status will expire in the next few months, it is important that you consult with an immigration attorney before filing your application with USCIS. If you are interested in obtaining F-1 student status through travel instead of remaining inside the U.S. and applying for COS with USCIS, please consult with your International Student and Scholar Services (ISSS) advisor.

ALL individuals applying for a change of status (COS) to F-1 student 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

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PRIMARY DOCUMENTS

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

- ❑ **DePaul University F-1 I-20 document** showing "Change of Status" as the issue reason (all three pages)
- ❑ Copy of **current financial documents** verifying you have adequate funds to cover expenses for one academic year
- ❑ Copy of **I-94**   : https://i94.cbp.dhs.gov
- ❑ Copy of **passport pages** containing the following: name, bio-data, photograph, passport number and expiration date, and most recently issued visa (if any). **Do not send your original passport to USCIS.**
- ❑ A **completed I-539.** Complete the I-539 by mail or online. Printable forms for mailing can be found at https://www.uscis.gov/i-539. If you choose to file online, follow the instructions on myUSCIS (my.uscis.gov) to create accounts and complete the Form I-539. 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, and when applicants move, USCIS does not forward mail.
- ❑ *If completing application **by mail** (not online)* - money order(s) payable to the **U.S. Department of Homeland Security** for the appropriate USCIS filing fee as well as the biometric fee. For the latest information, including the exact amounts, please visit USCIS link: https://www.uscis.gov/i-539
- ❑ Payment for the appropriate USCIS filing and biometric fees: www.uscis.gov/i-539
- ❑ Copy of **SEVIS Fee Receipt** showing that you paid the SEVIS fee: http://www.ice.gov/sevis/i901/index.htm. Anyone issued an "Initial Attendance - Change of Status Requested" SEVIS I-20 must show proof of payment upon submission of their COS application.
- ❑ **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.
- ❑ Copy of your **I-94 record:** https://i94.cbp.dhs.gov showing your entry information
- ❑ Copy of your biographical **passport page(s)** showing the validity date and most recently issued visa (if any)
- ❑ Note, if you are already attending classes in the U.S., you may not be eligible for a COS application. Please consult with an experienced immigration attorney.

E-1
- ❑ Copy of document showing you are a dependent (son/daughter/spouse) of your parent/spouse
- ❑ Original letter and from your spouse/parent's **employer verifying employment** and/or last pay stub
- ❑ Copy of you and your spouse/parent's **I-94 record:** https://i94.cbp.dhs.gov
- ❑ Copy of you and your spouse/parent's biographical **passport page(s)** showing the validity date and most recently issued visa (if any)
- ❑ If you parent/spouse already quit his/her job or been terminated, please consult with an experienced immigration attorney.

F-2
- ❑ Copy of your **marriage certificate** (and English translation)
- ❑ Original letter from your **spouse's school verifying** spouse is maintaining status
- ❑ Copy of you and your spouse's **I-20 forms** showing your name listed as the dependent
- ❑ Copy of you and your spouse's **I-94 record:** https://i94.cbp.dhs.gov
- ❑ Copy of you and your spouse's biographical **passport page(s)** showing the validity date and most recently issued visa (if any)

H-1B
- ❑ Original letter from your **employer verifying employment** and/or last pay stub
- ❑ Copy of the **H-1B approval notice** (if applicable)
- ❑ Copy of your **I-94 record:** https://i94.cbp.dhs.gov
- ❑ Copy of your biographical **passport page(s)** showing the validity date and most recently issued visa (if any)
- ❑ If you have already quit your job or have been terminated, please consult with an experienced immigration attorney.

H-4
- ❑ Copy of your **marriage certificate** (and English translation)
- ❑ Original letter from your **spouse's employer verifying employment** and/or last pay stub
- ❑ Copy of you and your spouse's **H-1B/H-4 approval notices** (if applicable)
- ❑ Copy of you and your spouse's **I-94 record:** https://i94.cbp.dhs.gov
- ❑ Copy of you and your spouse's biographical **passport page(s)** showing the validity 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
- ❑ Copy of your **DS-2019 form**.
- ❑ Copy of your **I-94** record: https://i94.cbp.dhs.gov
- ❑ Copy of your biographical **passport page(s)** showing the validity date and most recently issued visa (if any)

- ❑ Note, if you are subject to the 212(e) two-year home country physical presence requirement, you are not eligible to request a COS unless you have obtained a waiver from the U.S. State Department. Please consult with an experienced immigration attorney.

L-1
- ❑ Original letter from your **employer verifying employment** and/or last pay stub
- ❑ CLEAR copy of the **L-1A/B approval notice** (if applicable)
- ❑ CLEAR copy of **your I-94 card** print-out: https://i94.cbp.dhs.gov
- ❑ CLEAR copy of your biographical **passport page(s)** showing the validity date and most recently issued visa (if any)
- ❑ 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** (and English translation)
- ❑ Original letter and copy from your **spouse's employer verifying employment** and/or last pay stub
- ❑ CLEAR copy of you and your spouse's **L-1A/B and L-2 approval notice** (if applicable)
- ❑ CLEAR copy of you and your spouse's **I-94 card** print-outs: https://i94.cbp.dhs.gov
- ❑ CLEAR copy of you and your spouse's biographical **passport page(s)** showing the validity 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.

We advise that you apply for your COS online. You may do so here: https://www.uscis.gov/i539online. Talk to your ISS Advisor if you plan to apply via mail.

We recommend that you make a copy of your entire application for your own records. Expect to wait about several months or longer for a decision from USCIS. Government processing times vary depending on USCIS workload. **When you receive an answer from USCIS, please contact your ISS advisor immediately about completing the immigration document check-in and contact your academic advisor about class registration before the University's add/switch deadline.**

USCIS requires all Form I-539 applicants and co-applicants to attend an appointment, where biometrics such as fingerprints will be collected. For more information on how to prepare for your **biometric service appointment**, please review link: https://www.uscis.gov/forms/forms-information/preparing-your-biometric-services-appointment. Biometrics appointments will be scheduled at USCIS Application Support Centers (ACS). To find ACS closest to you please use this link: https://egov.uscis.gov/office-locator/#/asc

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TRAVEL

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If you need to travel internationally while USCIS is processing your COS application, please consult with an immigration attorney before making travel arrangements. **If you leave the U.S. before USCIS decides on your case, your COS application will be considered abandoned and USCIS could deny it on that basis**. If you travel outside of the U.S. after USCIS approves your change to status application to F-1 student, you will need to obtain an F-1 visa in your passport from the U.S. Consulate abroad before you will be able to travel back to the U.S. Please consult with your ISS advisor for details.