

CHECKLIST: APPLICATION FOR CHANGE OF STATUS TO F-1 REQUIRED DOCUMENTS/EVIDENCE

1. Form I-539

Application to extend or change nonimmigrant status. The student should complete the entire form with signature and date.

2. Form I-539 Fee

The I-539 has a \$295.00 filing fee, payable by check or money order.

3. Proof of payment of the SEVIS I-901 fee

This is a \$200.00 fee that the student goes online to submit. The website is fmjfee.com

4. Original I-94 card

This card is found in your passport.

5. Photo copy of current immigration status documents, visa stamp, and passport ID pages

6. Photocopy of one of the following financial support documents:

- I-134 affidavit of support form
- Bank statement on bank letterhead
- Official award letter from a sponsoring agent

Note: This should be the same financial support information used to obtain the I-20 from Rock Valley College.

7. Dependent family member documentation

If dependent family members currently in the U.S. plan to change their status as well, their information should be included on Form I-539. They should each be issued SEVIS dependent I-20s, and documentation showing the validity of their current immigration status, including their I-94 forms.

8. Letter from the student

It is optional for the student to send a letter explaining why he or she wants to change status to F-1. However, a strong letter can help convince USCIS of the student's temporary intent as well as persuade USCIS that the student did not have the pre-conceived intention to become a student in the United States.

It is the student's responsibility to mail the documents to the USCIS Service Center having jurisdiction over the student's place of residence. The address for the USCIS Service Center is as follows:

USCIS California Service Center
P.O. Box 10129
Laguna Niguel, CA 92607-1012

Before mailing original copies to the California Service Center the student must:

- Make copies of all documents before sending them to the California Service Center
- Provide one set of the copies to the Coordinator of International Students
- Use a receipt-based mailing, so that there will be evidence that the documents were received by the California Service Center and the date they were received. This can be done through:
 - Certified mail
 - Fed-Ex
 - UPS

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Signatures to verify completion of all steps:

Applicant: _____ Date: _____
Signature

Coordinator: _____ Date: _____
Signature