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CHANGE OF STATUS TO F-1

If you are in a valid non-immigrant status other than F-1 but wish to change your status to F-1, you must request an LU I-20 by following the procedure below. You may either travel to your home country and use the I-20 to apply for an F-1 visa or remain in the U.S. and apply for a change of status through U.S. Citizenship and Immigration Services. In the latter case, you should keep in mind that USCIS processing times will vary and there is **NO GUARANTEE of approval**. Should your application be approved, you will be in **F-1 status but will NOT have an F-1 visa.** An F-1 visa (stamp in your passport) can only be obtained at a U.S. Consulate or Embassy abroad (specifically in your home country) and approval of your change of status application **does NOT GUARANTEE** you will be issued the F-1 visa when you apply for one. Generally, applying for a change of status in the U.S. is not advisable if you have plans to travel outside the U.S. within the next three months. **You must discuss your situation in detail with an ISC advisor before your change of status I-20 will be issued.**

To change your F-1 status this application packet of materials must be submitted to ISC and MUST include:

___	**1. LU I-20 indication a change of status is being requested**
___	**2. Proof of Funds** to show sufficient money to cover tuition, school fees and ALL other expenses for at least one academic year. Documents provided must be originals (not photocopies) and should be addressed to "U.S. Citizenship & Immigration Services." Valid documents prove funds: • **Must BE IN ENGLISH** • **MUST SPECIFICALLY STATE TOTAL AMOUNT OF MONEY AVAILABLE to you in US dollars** • **MAY INCLUDE:** **(1) Current bank letter and (if not your own account) signed letter from sponsor** **(2) Current scholarship letter from sponsoring agency or organization** **(3) Official and current letter verifying educational loan awarded to you**
___	3. **Form I-539: Application to Extend/Change Nonimmigrant Status** – Download the form by visiting the USCIS website at http://www.uscis.gov/portal/site/uscis. Click on "Forms" and find Form I-539 by scrolling down the page. You should type all the information on the form (NOTE: under Part 3, in answer to question 1, indicate "D/S"), print it out, and sign where stated.
___	4. **Application Cover Letter** – You must address this letter to "**U.S. Citizenship and Immigration Services"** and in it you must include ***at least*** the following: **a.** Explain clearly why you are choosing to apply for a change of status in the U.S. instead of travelling abroad to obtain an F-1 visa from a U.S. Consulate. **b.** Provide details of your most recent entry into the U.S. (i.e., date, port of entry, visa classification) **c.** Explain your reasons for application to LU and related details (i.e., date of application, date of acceptance to LU, date I-20 was issued)
___	5. **Application Fee (see USCIS website)** – Prepare a personal check or money order payable to "**U.S. Department of Homeland Security."** This is a NON-REFUNDABLE fee.
___	**6. Immigration Documents**: a. Photocopies of passport identification page and expiration/validity page b. Photocopy of entry visa in passport c. Photocopy of Form I-94 (front and back) **Note:** Dependent visa holders applying for a change of status to F-1 should also include in their application photocopies of the above documents for the principal visa holder (their parent or spouse). Applicants with dependents should provide photocopies of the above documents for their dependents if they are applying for a change of status to F-2.
___	**7. SEVIS I-901 FEE Receipt –** The SEVIS Fee (see SEVIS Fee information sheet) must be paid after the I-20 is issued but before submitting the change of status application. Enclose a **copy of the I-901 receipt** with the application.

Once ALL of these documents are prepared, you should schedule an appointment with an ISC advisor, who will review your application packet for you to make sure it is ready to mail.