



## **Attachment to Form I-539: Points to Consider When Writing Your Letter**

The ISSS can provide general assistance, guidance, and information about the Change of Status application process, but it is important to note that a Change of Status application belongs to the applicant—in this case, you—and not the ISSS office. As such, it is essential that the applicant clearly understands the process and the kind of information and documentation required with this type of application. A Change of Status application generally includes a letter explaining the reasons a Change of Status is requested. In an effort to assist you with that process, below is a list of points to consider when writing your letter.

Please be aware that this document is intended simply as a guide. You may choose to use it, or you may choose to write your own cover letter to accompany the I-539 application. It is important that you understand that the ISSS is not responsible for the outcome of a Change of Status application. If you have specific concerns about your immigration status or the likelihood of the application's approval, please seek the assistance of an immigration attorney prior to filing the application.

### **Points to Consider**

- **Explain why you came to the U.S.**
- **Explain what you have been doing since you arrived.** Be specific, and give dates if you have already started attending school.
- **Explain the reason you will be returning to your home country after completion of your studies or your spouse/parent's studies if you are changing status to F-2.** If you have a permanent residence to which you plan to return, include this information, and any documentation you may have as proof.
- **Explain why you want to change your status to F-1 or F-2 (dependents).**
- **If you were employed back home, explain how your studies will affect returning to that employment.** If applicable, describe how your career will benefit from your U.S. education. If you have a job back home, attach a letter from your employer that establishes that an extended stay in the U.S. will not affect your employment. (Changes of status to F-2 may skip this question.)
- **If you were not employed back home, describe how your studies in the U.S. will help prepare you for a career back home.** (Changes of status to F-2 may skip this question.)
- **If you are in a B status (B-1 or B-2), explain when and why you decided to study after your arrival in the U.S.** Write a detailed, step-by-step description of the circumstances that led to your decision to attend school here. Attach any evidence to prove what happened. (Changes of status to F-2 may skip this question.)