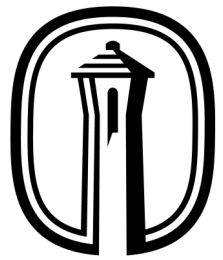


E-1/E-2 to F-1 - Change of Nonimmigrant Status

International Programs • International Student & Scholar Services
Trinity University
One Trinity Place, Box 100 • San Antonio, TX • 78212-7200 • U.S.A.
Phone: +1-210-999-7313 Fax: +1-210-999-7305
email: iss@trinity.edu • web: <http://web.trinity.edu/x9097.xml>



Section I. Student information

Last/family name: _____ First name: _____ Date of birth: _____
mm/dd/

Section II. Information for supporting documentation

- ⇒ Fill out International Student Financial Certification form: <http://web.trinity.edu/x10245.xml>
- ⇒ Present finances totaling the estimated cost of attendance: 2012-2013 COA is \$49,000
- ⇒ Create a new account and enroll in USCIS Electronic Immigration System (ELIS)
<https://elis.uscis.dhs.gov>
- ⇒ Prepare Form I-539 Application to Extend/Change Nonimmigrant Status downloadable from
www.uscis.gov/i-539
- ⇒ Prepare Form I-539 payment in the amount of \$290 (money order payable to "U.S. Department of Homeland Security")
- ⇒ Submit original I-94 card
- ⇒ Photocopy of the visa page and identification page in your passport
- ⇒ Photocopy of your parents I-94 card (front and back) indicating E-1/E-2 status
- ⇒ Submit proof of continued E-1/E-2 status (a letter from employer, corporate auditor/controller, or executive, or a printout from Department of Revenue site showing investment corporation is still active)
- ⇒ Prepare detailed letter from you to the US Department of Homeland security requesting and explaining the need to change status
- ⇒ Photocopy of proof of payment of SEVIS \$200 fee <https://www.fmjfee.com/i901fee/index.jsp>

Note:

- Return all requested paperwork to the ISSS office
- Field Office processing dates for California Service Center where your Change of status to the F student category will be filed is at approximately 2.5 months
- You are not permitted to engage in on-campus employment until the change to F-1 status is approved
- Your foreign, non-U.S. address must be listed in the permanent address field in the student database.