



CHANGE OF STATUS MAILING LIST

- 1. Original I-20 for Change of Status
- 2. Original I-94 card if you entered the U.S. prior to April 2013. Otherwise, photocopy the F-1, D/S stamp in your passport and retrieve and print out a copy of your I-94 card at www.cbp.gov/i94
- 3. Financial Documentation (Original bank letter. It must be less than 3 months old.)
- 4. Photocopies of all previous I-20s that you have, if applicable
- 5. I-539 completed online printed and signed in blue ink.
<http://www.uscis.gov/files/form/i-539.pdf>
A, G, NATO status needs to fill out form I-566 as well. <http://www.uscis.gov/files/form/i-566.pdf>
- 6. A completed G-1145 form. <http://www.uscis.gov/g-1145>
- 7. A typed letter from Student stating the reason that he/she wants to change status to F-1.
- 8. Photocopies of Passport pages with:
Expiration date and the biographical page
Passport number
Visa Stamp
- 9. Proof of registration for current semester. However, students who are changing from a B-1/B-2 or F-2 to F-1 do not require to show proof of registration for current semester, for as a B-1/B-2 or F-2 status, they are not supposed to be engaging in studies in the United States while on that status.
- 10. Check or Money Order for \$290 payable to: **United States Citizenship & Immigration Services.**
Please note: If you are on A, G, or NATO status you do not need to pay the \$290.00 fee.
- 11. Print your I-901 receipt. You must pay \$200 I-901 fee, before you can proceed with the change of status. In order to pay that fee, first, you must have a SEVIS I-20 issued to you. Go to <https://www.fmjfee.com/i901fee/> to pay the S.E.V.I.S. fee.



Mail the documents for change of status certified mail return receipt requested to U.S.C.I.S to the following address:

**For U.S. Postal Service
(including US Postal Service Express Mail):**

**For Express mail and courier deliveries
(e.g. UPS, Fed Ex, DHL, etc):**

**USCIS
P.O. Box 660166
Dallas, TX 75266**

**USCIS
ATTN: I-539
2501 S. State Highway 121 Business
Suite 400 Lewisville, TX 75067**

VERY IMPORTANT! PLEASE SUBMIT A PHOTOCOPY (I-20) OF THE RESULTS TO OUR OFFICE (1109 Hunter East) FOR YOUR FILE, AS SOON AS YOU RECEIVE IT. FAILURE TO INFORM US THE RESULT OF YOUR CHANGE OF STATUS, IN A TIMELY MANNER, WILL RESULT IN YOU FALLING OUT OF YOUR F-1 STATUS; SINCE WE HAVE TO REGISTER YOU IN SEVIS ONCE YOU HAVE THE RESULT.



Dear student:

Please note that once you have been granted F-1 status or an F-1 visa, you are required to pay non-resident tuition, also known as out-of-state tuition. Once your F-1 visa or F-1 status is granted to you, you need to immediately contact the International Students Office staff and inform us of the change, along with a copy of your stamped I-20 and I-94 (front and back card, if you entered the U.S. prior to April 2013). If you entered the U.S. after April 2013, please photocopy your F-1/D/S stamp in your passport and retrieve and print an I-94 card at www.cbp.gov/i94. If you are granted an F-1 and you continue to pay in-state tuition, it will catch up with you later on and you will be required to pay all the retroactive tuition and fees.

As an F-1 undergraduate or graduate student, you are required to study full time. To be considered a full time student, you must be registered for 12 degree credits. Please go to the following website to familiarize yourself with the nonresident tuition and fees.

<http://www.hunter.cuny.edu/bursar/subpages/tuitionandfees.shtml>



TIPS



Dear applicant:

Did you know that you can actually fill out these forms online instead of filling them out with a pen? All you need is access to a computer and a printer to immediately print out a hard copy of the forms. Please visit the websites below and type in your information and once you are done, print the forms out and sign in the appropriated space with a blue ink pen.

<http://www.uscis.gov/files/form/i-539.pdf>

<http://www.uscis.gov/files/form/i-566.pdf> and <http://www.uscis.gov/files/form/i-134.pdf>

<http://www.ice.gov/graphics/sevis/i901/index.htm>

If you made a mistake in one of the forms that are enclosed in the package, please go to these websites to download the forms:

<http://www.uscis.gov/files/form/i-539.pdf>

<http://www.uscis.gov/files/form/i-566.pdf> and

<http://www.uscis.gov/files/form/i-134.pdf>

<http://www.ice.gov/graphics/sevis/i901/index.htm>

Any United States Citizenship and Immigration Services (USCIS) forms fee are subjected to change at any time. So, for updated fees of a particular USCIS form or to download a form, please visit <http://www.uscis.gov/portal/site/uscis> and click on Immigration forms.

POST OFFICE

If you would like to mail your reinstatement documents immediately, there is a post office near Hunter College located on:

70th Street between 2nd and 3rd Avenue

International Students Office E1109



HUNTER
The City University of New York