



International Students & Scholars Office

Student Academic Affairs

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[Home](#) > [Students](#) > [Current Students](#) > [F-1 Student](#) > [Sample Change of Status](#)

Sample Change of Status Cover Letter

Dear U.S. Department of Homeland Security Official:

I am currently in the U.S. holding a _____ visa and would like permission to change my visa to F-1 student. I entered the U.S. in a non-student status in order to _____ (describe your activity/intention at the time of entry.) I decided to apply for admission to the University of California, San Francisco in _____ (month/year) and was admitted for graduate study in _____ (month/year).

I intend to enroll full-time and would like to complete my (MS, DDS, PhD) degree in _____ to _____. I do not wish to leave the U.S. at the present time to change my status because I would suffer the following hardship:

_____.

Please find my I-539 application, I-20, I-94, and supporting materials. My permanent address abroad is: _____. My address in San Francisco is:

_____.

Your assistance and prompt attention to this matter is appreciated.

Sincerely,

(Signature)

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