

Change of Nonimmigrant Status to F-1

Section I. Student information

Surname: _____ First name: _____ Date of Birth mm/dd/yyyy: _____

Section II. Information for Supporting Documentation

- Fill out [International Student Financial Certification](#) form
- Present finances totaling the estimated cost of attendance: 2014-2015 COA is \$49,000
- Create a new account and enroll in [USCIS Electronic Immigration System \(ELIS\)](#)
- Prepare [Form I-539 Application to Extend/Change Nonimmigrant Status](#)
- Prepare Form I-539 payment in the amount of \$290 (money order payable to “U.S. Department of Homeland Security”)
- Submit a printout of your I-94 record
- Photocopy of the visa page and identification page in your passport
- Submit proof of continued nonimmigrant 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](#)

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