

# Change of Status Procedure

International Student Services  
Darton State College



**DARTON**  
STATE COLLEGE  
International Student Services Office

In order to change from a nonimmigrant status to F-1 student status, the applicant must receive full academic admission to a degree program at Darton State College and submit the required financial documents to International Services. Prior to meeting with an advisor please read our website for information regarding the options, timeline, process and Frequently Asked Questions.

## Change of Status Checklist:

This list is comprised of general requirements; additional documentation may be required depending on your situation:

- A cover letter addressed to U.S. Citizenship & Immigration Services (USCIS) and explaining your request for a change of status and why the change is needed.
- A passport valid for more than 6 months.
- Darton State Admissions Letter
- Proof of current legal status – visa stamp and passport ID pages, etc. If on a dependent visa, you will have to provide photocopies of the primary visa holder’s legal status such as an I-94 and I-797, DS-2019, or I-20 and documentation proving you and/or the primary is maintaining the status.
- Photocopy of I-94 Arrival/Departure card (front and back).
- Proof of financial support
- Form I-539 is available on the web <http://www.uscis.gov/files/form/i-539.pdf>
- Check or money order payable to “Department of Homeland Security” for \$290.00
- Form I-20 (provided by International Services after financial documentation is approved)
- Receipt showing proof of payment of SEVIS fee (\$200) [www.fmjfee.com](http://www.fmjfee.com) (after I-20 is issued)

## Statement of Understanding

I \_\_\_\_\_ understand that ISS is mailing my application based on the information submitted and cannot guarantee my application will be approved. I understand this is my personal application to USCIS and ISS is assisting and mailing as a service. I understand that ISS will notify me as soon as they receive my receipt & any notices from USCIS.

Advisor Review: \_\_\_\_\_ Date: \_\_\_\_\_

Director Review: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

# Important Reminders

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## Change of Status in the United States:

- Please make sure that contact information, such as your home address and phone number(s) are current in MYDC so that International Services has a reliable way to contact you.
  - If you are currently in a status that does not permit you to work or study, you cannot begin studying or working until USCIS has approved your F-1 status.
  - A change of status application cannot be prepared in ISS in 1 day. Applicants will meet with an International Student Advisor a minimum of 2 times to prepare the change of status application.
  - After all documents have been received, the advisor will review for completion and mail it to USCIS.
  - Please remember that processing of applications may take 3-6 months. A receipt confirming that USCIS has received your application will be sent to International Services approximately 2-4 weeks after submission. The current processing times are available at [www.USCIS.gov](http://www.USCIS.gov).
  - \*If your Change of Status is approved, please note that ALL F-1 international students are required to pay the university health insurance fee for the entire semester. Please ask your advisor for more information on this.\*
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## Notes: