UNT International

International Student and Scholar Services
• 940-565-2195 (phone) • 940-565-4145 (fax) • SYMR 288 • **www.international.unt.edu/immigration**

Change of Status Request through USCIS ELIS

This form is used to request a change of status I-20 or DS2019. This document, along with supporting documentation must be uploaded into the USCIS ELIS system for adjudication at www.uscis.gov/uscis-elis. If you are changing to F1, F2, J1 or J2 using a UNT I-20 or DS-2019, International Student and Scholar Services will process your I-20 or DS-2019. *It is then your responsibility to apply for the Change of Status and notify our office when a decision is made. Failure to do so may result in immigration status issues.*

Please consider the following when applying for a Change of Status:
- USCIS will consider your entry visa type, and whether you actually intended to be in the U.S. for the purpose you stated at the port of entry. For example, if you entered on a B-1/B-2 visitor's visa, then they must be convinced that you actually came to be a visitor, and that is what you have been until you decided to change.
- Visitors who entered on a "visa waiver" (it will say WT or WB on your I-94 card), are not eligible to study, extend their status, or to change status in the U.S. In this case it is best to travel outside the U.S., obtain an F1 visa, and reenter as an F1.
- The application may take anywhere from 2 to 9 months to be approved or denied. You are able to stay in the U.S. while USCIS is considering your application.
- On the application section titled "About You – Addresses," please enter the ISSS office address as follows:

> **In care of name:** UNT Int'l Student and Scholar Services
> **Street #:** 1155   **Street Name or P.O. Box:** Union Circle Box 311067
> **Country:** USA   **City/Town:** Denton
> **State:** TX   **ZIP Code:** 76203

Biographical Data		
Family Name:	First and Middle Name:	Birth Date:
Email:	UNT Student ID:	
U.S. Local Address:_____ City: _____ State: _____ Zip Code: _____ Phone Number: _____	Permanent Foreign Address: _____ _____ City: _____ Province: _____ Postal Code: _____ Country: _____	
Country of Citizenship:	Country of Birth:	Gender: ☐Male ☐Female
Passport Expiration:	Visa Expiration:	

Change of Status Information		
Current Visa Status:	Current Visa Type Expiration Date:	Date entered U.S. (or date current status began):
Are you currently enrolled at UNT: ☐ Yes ☐ No If No, What semester are you accepted for: ☐Fall 20__ ☐Spring 20__ ☐Summer 20__		
Program of Study (Major):	Degree Level Sought:	

Basic Application Documents through ELIS (all documents must be electronically available):
☐ **Set up a USCIS ELIS account at www.uscis.gov/uscis-elis**
☐ **Credit Card (for $290 payment)**
☐ **Proof of payment of $200 SEVIS Fee - for change to F1 visa. Or proof of payment of $180 SEVIS Fee - for change to J1 visa.**   - This can be paid online at www.fmjfee.com after issuance of new I-20 or DS-2019.   • For change to F1, the school code is **DAL214F00610000** • For change to J-1, the program number is **P103874**
☐ **Signed I-20 or DS-2019** Will be issued by ISSS. Needs to be signed by applicant as well.
☐ **Financial Documentation.** If using bank statements, include 3 months of statements.
☐ **Proof of Current Visa Status (both sides of I-94 and Visa, if applicable).**
☐ **Copy of Passport.**
☐ **If including dependents in the application, provide copies of their immigration documents as well.**

Change of Status Documentation Requirements

Along with the Basic Application listed on Page 1, provide the Additional Documentation required by your visa type:

F2 to F1

☐ **Copy of spouse's (or parent's) I-20 that lists you as a dependent.**
☐ **Copies of spouse's (or parent's) F1 immigration documents.**
☐ **Official Transcripts (for F1 spouse or parent).**

Note: - You must be accepted to UNT/IELI before you can file the change of status application.
- You may not begin courses until the application is approved.

F1 to F2

☐ **Copy of your previous I-20 showing you listed as an F1.**
☐ **Copies of spouse's (or parent's) F1 immigration documents.**
☐ **Official Transcripts (for both you and the F1 spouse or parent).**
☐ **Marriage or Birth Certificate proving the relationship to the F1.**

Note: - You must maintain your F1 immigration status until the application is approved.
- Once approved, all coursework and employment must immediately cease.

B2 to F1 or F2

☐ For change to F2, **Copies of spouse's (or parent's) F1 immigration documents.**
☐ For change to F2, **Official Transcripts (for the F1 spouse or parent).**
☐ For change to F2, **Marriage or Birth Certificate proving the relationship to the F1.**

Note: - Entry on a Visitor's visa when intending to study may be considered fraudulent entry.
- You should not apply for a change of status before you have been in the U.S. for at least 60 days.
- You must be accepted to UNT/IELI before you can file the change of status application.
- You may not begin courses until the application is approved.

H4 to F1

☐ **Copy of H4 Approval Notice.**
☐ **Copies of H1's immigration documents (approval notice, visa, passport, etc.).**
☐ **Letter of employment from H1 sponsor.**
☐ **Official Transcripts, if currently enrolled. Admission letter if not enrolled.**

Note: - You must be accepted to UNT/IELI before you can file the change of status application.
- You may begin courses as an H4 while the application is pending.

H1 to F1

☐ **Copies of H1 immigration documents (approval notice, visa, passport, etc.).**
☐ **Letter of employment from H1 sponsor.**
☐ **Official Transcripts, if currently enrolled. Admission letter if not enrolled**

Note: - You must be accepted to UNT/IELI before you can file the change of status application.
- You may begin courses as an H1 while the application is pending.

J1 or J2 to F1

☐ **Official Transcript, if either J1 or J2 is a current student.**
☐ **Copy of waiver if subject to 212(e).** (The two year home residency requirement.)
☐ **If a J2, include copies of J1's immigration documents.**

Note: - You must maintain your F1 immigration status until the application is approved.
- Once approved, all coursework and employment must immediately cease.

E or L to F1

☐ **If a dependent, provide copies of primary visa holder's documents**

A to F1

☐ **I-566 form**. Must be completed and endorsed by the foreign mission to the U.S. and the U.S. Department of State. Forms can be downloaded from www.uscis.gov.

Once you have collected all documents on this form and saved them electronically, you may log onto ELIS and begin your COS application.

I have fully completed the above information and understand the regulations regarding this process:
If I have any questions, I will consult with an ISSS Advisor

Signature	Date: