

OFFICE OF INTERNATIONAL PROGRAMS

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CHANGE OF STATUS TO F-1

To change from a nonimmigrant visa to F-1 student status, you must:

- Be admitted to a full-time program of study at Colorado State University
- Provide proof of adequate funding for the duration of the program

There are two ways you can apply for a Change of Status, either online with the ELIS system, or with a paper application.

Paper Application Process:

Change of Status Check List (Please Bring All Items Listed Below to your Appointment):

- ☐ A completed **Form I-539**, application for Change of Non-Immigrant Status. Applicant should download the form at <http://www.uscis.gov> for the latest version. Type I-539 into the search box. The application is the first link.
- ☐ Copy or print out of your I-94 form. This can be found online at www.cbp.gov/i94
- ☐ Evidence of financial support for program of study. It is necessary to show that the applicant has sufficient funds to support his/her studies for at least the first year and to show the source of income for subsequent years. See [current estimated expense amounts](#).
- ☐ Check or money order for **\$290** made payable to the **U.S. Department of Homeland Security**.
- ☐ Copies of your passport identity pages and current visa status documents
- ☐ Letter from the student (optional) - A strong letter can help convince the USCIS adjudicator of the student's temporary intent as well as show that the student did not have a pre-conceived intention to study in the U.S.
- ☐ [The Immigration Document Request Form](#)

Please submit the above documents to your International Student Advisor. After we review them, we will provide you with an original immigration form I-20 requesting a Change of Status. After you receive the new I-20 you will need to:

- ☐ [Go online and pay](#) the I-901 **SEVIS Fee** of **\$200**. Enter the requested information (including the SEVIS Number found above the bar code on the I-20 document). Include a copy of the online SEVIS Fee receipt with your I-539 Change of Status Packet for mailing. Pay online at the [USCIS website](#)
- ☐ Sign and date your new I-20 document. Make a copy for yourself! Then include the copy of I-20 with the I-539 Change of Status Packet for mailing.
- ☐ Mail your Change of Status Packet to the Dallas Lockbox Facility. See address below.

Please Remember:

- ☐ You may not work until the Change of Status to F-1 is approved. Submitting the application is not an approval.
- ☐ If you depart the U.S. while your Change of Status application is pending, it will be considered abandoned.
- ☐ If you depart the United States after your F-1 status is approved, you must apply for and receive an F-1 visa at a U.S. Embassy or consulate before you can return to the United States. If you re-enter without doing so, your F-1 status will be void.
- ☐ Mail your complete application to the Texas Lockbox at the address below:

USCIS
P.O. Box 660166
Dallas, TX 75266

NOTE: It may take up to 6 months to get a response from USCIS. If you have not received an answer after 4 months from the date the application was received by USCIS, speak with an advisor in ISSS. You can check your status at <http://www.uscis.gov/portal/site/uscis> with your receipt number.

Online ELIS Application Process:

- ☐ Submit financial evidence to the Office of International Programs, along with the Immigration Document Request Form.
 1. Evidence of financial support for program of study. It is necessary to show that the applicant has sufficient funds to support his/her studies for at least the first year and to show the source of income for subsequent years. See [estimatedexpenses.pdf](#) for current estimated expense amounts.
 2. [Immigration Document Request Form](#)

The Office of International Programs will review the above documents and provide you with an original immigration form I-20 requesting a Change of Status. After you receive the new I-20 you will need to:

- ☐ Create an account online using the ELIS system: <https://elis.uscis.dhs.gov/>
- ☐ Complete the online application for Change of Status
- ☐ Pay the **\$290** application fee through the ELIS website
- ☐ Make sure you have scanned copies of your I-94 number, passport identity pages and current visa status documents.
- ☐ Sign your I-20 document, and scan the signed I-20
- ☐ [Go online and pay](#) the I-901 **SEVIS Fee** of **\$200**. Enter the requested information (including the SEVIS Number found above the bar code on the I-20 document). Print and scan a copy of the SEVIS Fee receipt. This will be uploaded up 'supplemental evident'
- ☐ Letter from the student (optional) - A strong letter can help convince the USCIS adjudicator of the student's temporary intent as well as show that the student did not have a pre-conceived intention to study in the U.S. You will be able to upload the letter
- ☐ Refer to the [instruction sheet](#) for helpful tips:

Additional Information:

B-1/B-2 CONSIDERATIONS:

- Individuals currently in B-1/ B-2 status must first be approved for F-1 status **before** beginning a program of study. Enrolling in classes while still in B-1/B-2 status will result in a status violation and you will not be eligible to extend your B status or change to F-1 status. There are **no exceptions** to this regulation.

F-2 CONSIDERATIONS:

- Individuals currently in F-2 status must first be approved for F-1 status **before** beginning a full time program of study. Your F-1 spouse/parent must be in the United States and in status when you are requesting this change.

H-4 CONSIDERATIONS:

- H-4 dependents may study in the U.S., but the duration of their stay is dependent upon the H-1B's period of stay. When H-4 dependent children turn 21, they are no longer considered "children" and are no longer eligible for H-4 status. To remain in the United States, they must change to another nonimmigrant status. H-4 dependents are not subject to F-1 requirements to pursue a full course of study, but they are not eligible for F-1 benefits such as on-campus employment or practical training. Weigh the benefits carefully before changing status.
- Individuals in H-4 status cannot receive an assistantship until F-1 status is approved.

J-1 or J-2 CONSIDERATIONS:

- Individuals with J-1 or J-2 status with a two year home residency requirement will not be able to apply for a change of status while in the United States. You are required to travel outside of the U.S. to obtain an F-1 visa.