

The United States allows for certain nonimmigrant classifications to change their status to F-1. Those who wish to change their status, please review the information below to guide you through the process:

Change of Status Application Filing List

Please visit <https://www.uscis.gov/i-539> to find out detailed explanation to complete your changes of status.

- Completed Form I-539 application (please complete form in black ink) Found here: https://www.uscis.gov/system/files_force/files/form/i-539.pdf?download=1
 - Instructions to fill the I-539: https://www.uscis.gov/system/files_force/files/form/i-539instr.pdf?download=1
- \$370 + \$85 Biometric Fee* application fee in check/money order payable to "United States Department of Homeland Security"
 - Exceptions: Individuals changing into or out of A-1, A-2, A-3, G-1, G-2, G-3, G-4, G-5, NATO-1, NATO-2, NATO-3, NATO-4, NATO-5, or NATO-6 status are not required to submit either the filing fee or the biometric services fee.
 - You may pay the fee with a money order, personal check, or cashier's check. When filing at a USCIS Lockbox facility, you may also pay by credit card using [Form G-1450, Authorization for Credit Card Transactions](#). If you pay by check, you must make your check payable to the U.S. Department of Homeland Security. Please note that service centers are not able to process credit card payments.
 - (*please check with USCIS for the latest fee, it can change at any given time)
- Financials that prove your ability to pay have funds sufficient to pay for costs associated with living and attending school in U.S. You will submit this to process to OIP to obtain a I-20 Change of Status.
 - Financial Statement Form
 - i. Go to: <https://admissions.neiu.edu/international-applicants> to find the financial statement form for you program.
 - Official Bank Letters. and Financial Documents
 - i. The financial statement form indicates the requirements needed to demonstrated your sponsor's support.
- Change of Status I-20. You will receive this once our office received the financial documents to process The I-20.
- Copy of payment receipt of \$200 SEVIS fee to be paid after I-20 is issued
 - Go to <https://www.fmjfee.com/i901fee/index.html> to pay for the SEVIS FEE
- Copy of NEIU acceptance letter if you are in F2 or B1/B2 status
 - If you are currently in another type of visa, you will need a copy of your transcripts, enrollment verification letter, and a letter from OIP.
- Evidence of strong ties with your home country such as residence certification, job offer, business ownership, etc.

- This is the hardest to obtain. If you don't have a home, or business indicating your strong ties. Have your parents write an affidavit of support letter, making sure it is notarized, and indicating that you have been living in that address and that it is your primary residence and you are expecting to live here upon your return.
- Evidence of current lawful status
 - Copy of current I-94 card (front and back) or you can retrieve the latest information one on: <https://i94.cbp.dhs.gov/I94/>
 - Copy of the full visa page
 - Copy of the full passport, including all the necessary pages of your biographical information and current expiration date.
- If applicable, Dependents: If you are adding a dependent you will need to submit a I-539A Form for each dependent:
 - https://www.uscis.gov/system/files_force/files/form/i-539a.pdf?download=1
 - i. https://www.uscis.gov/system/files_force/files/form/i-539ainstr.pdf?download=1
 - Dependents (F-2, H-4, L2, G4, etc.) should provide evidence that the principal visa holder is maintaining status (his/her visa, passport, marriage certificate/child birth certificate, other USCIS documents if any, and employment verification if on H1 or L1)
 - Working visa holders currently authorized to work in the U.S. should provide a letter certifying your employment and two (2) current pay stubs.
- Letter from YOU explaining why you want to change your status to F-1 and how the NEIU study applies to your professional goals *in your home country*. You must express clear, honest planning to go back to your home country after your study is complete.
- If you are in A or G status**, you must complete the form I-566 and obtain all required signatures.
 - Form I-566, Interagency Record of Request - A, G, or NATO Dependent Employment Authorization or Change/Adjustment to/from A, G, or NATO Status, certified by the U.S. Department of State (DOS) to indicate your accredited status
- B1/B2 visa** holders should provide evidence of business/tourist activities in the U.S. Such as Receipts, travel, itineraries, admission passes, etc..

IMPORTANT Mailing instructions: Use Express mail or other type of mail that can track confirmation of delivery through U.S. Postal Service or private courier to mail the documents to USCIS. To avoid the problems associated with lost mail, keep the tracking number safe until you receive confirmation from USCIS of delivery. Go to <https://www.uscis.gov/i-539-addresses> to find out where you need to mail your application request.

If you have any questions please contact the Office of International Programs at 773-442-4796 or at international-programs@neu.edu

Sample Student Letter to Change Status to F-1

In the change of status application, you are required to write a letter to explain why you want to change status to F-1. To help you give the key points in the letter, please consider this letter guideline for what to include. Please keep in mind that F-1 is a non-immigrant status and is for you to be in the U.S. to study on a full-time basis. You MUST INTEND to RETURN to your home country upon completion of your degree program. If you do not intend to return to your home country or devote serious time to your full-time studies, you should not apply for F-1 Status

Date: MM/DD/YYYY
USCIS, ATTN: I-539,
2501 S. State Highway,
121 Business Ste 400,
Lewisville, TX 75067

Dear Immigration Officer:

My name is: _____ . Explain the following points in your letter:

1. *What visa do you hold now? (B1, B2, H4, etc.)
What status are you applying to change to? (F1)
What was your original purpose for coming to the U.S.?
What have you been doing since you arrived in the U.S.?*
2. *After you arrived in the U.S., what happened that caused you to decide to become a student at Northeastern Illinois University? (If you told the consul at the American embassy that you intended to go to school in the U.S., explain that here.)*
3. *How will your studies NEIU help prepare you for a career back in your home country?*
4. *What are your plans concerning returning home permanently? What will you do when you get back?*
5. *How are you going to support yourself financially to attend NEIU?*
6. *Indicate the documents you are submitting and have them in order so, they can reference those documents.*

I am looking forward to your approval for my F-1 status so I can complete my education at Northeastern Illinois University.

Sincerely,

Signature

Your name
