

Change of Status Request

Checklist

- Completed and signed **Form I-539 – Application to Extend/Change Non-Immigrant Status**.
Download form I-539 from the USCIS website: <http://www.uscis.gov/files/form/i-539.pdf>
- Completed **Form G-1145, E-Notification of Application/Petition Acceptance**. Download Form G-1145 from the USCIS web-site: <http://www.uscis.gov/files/form/g-1145.pdf> .
- Write a letter to USCIS explaining why you would like to change your status to F-1
- Copy of financial support document (financial proof)
- Check or money order of **\$290** payable to the *U.S. Department of Homeland Security*
- Copy of acceptance letter from Webster University
- Photocopies of passport picture page and visa page
- Original I-94 – Arrival/Departure Record
- Proof that the primary visa holder is currently maintaining status (such as copies of I-20/DS-2019, I-94, passport, visa or letter from employer and copies of recent pay stubs for those on work visa)
- Signed I-20 from Webster University (you will receive this from International Services)
- Receipt** showing payment of the **\$200** SEVIS fee. You will need the new I-20 to pay the SEVIS fee. You can get more information from this website for payment: <https://www.fmjfee.com/i901fee/>.
- Other documents based on your visa type. Please see page two for details.**

Important Notes:

1. **Changing your status does not change your visa. If you leave the country, you will be required to obtain an F-1 student visa. You will no longer be able to enter the country on your current visa.**
2. **Webster will not support change of status applications for B-1 and B-2 nonimmigrant visa holders.**

You must maintain your current visa status as valid throughout all the time that your change of status application is pending.

Other Documents Based on Your Visa Type

For a student changing status from F-2 or J-2 to F-1 or J-1 status:

- Photocopy of your spouse's or parent's Form I-94 – Arrival / Departure Card (front and back) or the electronic printout of the I-94 admission record
- Photocopies of all your spouse's or parent's Forms I-20 or DS-2019
- Photocopy of your spouse's or parent's current F-1 or J-1 visa
- Photocopy of your spouse's or parent's passport biographical page showing name, photo, date of birth, expiration date

For a student changing status from other dependent nonimmigrant status: H-4, L-2 etc. to F-1 or J-1 status:

- Photocopy of marriage or birth certificate (translated into English) showing proof of relationship
- A letter or pay stub from your parent's or spouse's current employer confirming that your parent is still employed under the terms and conditions of the original petition.
- Photocopy of your parent's or spouse's Form I-94 card (front & back) or the electronic printout of the I-94 admission record available from CBP.gov/I94.
- Photocopy of your parent's or spouse's passport biographical picture page showing name, photo, passport number and expiration date.
- Photocopy of your parent's or spouse's most recently issued visa (if any).

Where to Apply?

Send completed paper application to one of the addresses below:

By U.S. Postal Service:

USCIS
P.O. Box 660166
Dallas, TX 75266

By Express Deliveries (such as UPS, FedEx, etc.):

USCIS
ATTN: I-539
2501 S. State Highway 121 Business, Suite 400
Lewisville, TX 75067

Online Application Procedure:

Form I-539, Application to Extend/Change Non-immigrant Status, can now be filed online through **USCIS ELIS** (<https://www.uscis.gov/file-online>). If you choose to electronically file (e-file) the Form I-539, you will be required to create an online account, submit evidence electronically and use a credit card or bank account to submit payment. You will need to scan and upload into the system any documents required to be submitted with your application request. Please use only same format of file for all documents, such as .PDF or .JPG.

While Application is Pending:

Processing Time: It will likely take **9-12 months** for U.S. Citizenship and Immigration Services (USCIS) to make a decision on your change of status application. After USCIS receives your application, a Form I-797, Notice of Receipt with your assigned case number will be mailed to you. You can check the status of your application online using that receipt number by clicking this link: [My Case Status](#).

It is your responsibility to inform International Services whenever you receive a response from USCIS, by sending an email to intlservices@webster.edu. You must also email our office at the beginning of each term to inform us whether your application is still pending. Finally, if your application is approved, please attach a photocopy of your Form I-797 Approval Notice and the new Form I-94 to your email.

For more details about employment and travel while your application is pending, please visit:

http://www.webster.edu/iris/admitted_students/change_of_status.html