

Change of Status from H-1/H-4 to F-1

This procedure takes approximately 3-4 months. The process cannot be expedited; however, you may stay in the U.S. to await the results. In a few weeks after mailing your application to change status, you can expect to receive a "Notice of Action" document (acknowledgment of receipt). With the receipt number, you can track your "case status" at: www.uscis.gov.

The following documentation is needed:

1. SEVIS I-20 from the Admissions Office (Sign and complete # 11)
2. Documentary evidence of support:
 - **If U.S. Sponsor:**
Please submit a form I-134 Affidavit of Support verifying he/she is willing to support you and a copy of his/her last bank account statement on bank letterhead, or a letter from the sponsor verifying employment and salary.
 - **If Personal Funds:**
Submit evidence that shows **you** have access to funds in U.S. dollars. Submit copies of your last three bank account statements showing all deposits and withdrawals from your savings and checking accounts. Foreign amounts must be calculated by current exchange rates into U.S. dollars. **It must be demonstrated that you have access to the entire amount of funds to cover the estimated cost for the academic year.**
 - **If Assistantship:**
Submit a copy of the "award" letter.
 - **Other:**
For government scholarships, etc. submit a copy of award letter.
3. Original I-94 card (front and back)
4. Copy of I-797 H1 or H4 approval notice (only if changed to H status in US). Those holding H4 status must submit proof of their spouse's or parent's status: their I-94, status approval (form I-797) and proof of maintenance of status such as 3 recent paystubs.
5. Copy of passport page showing biographical information and expiration date
6. Copy of visa page
7. I-539 form found under "Forms" at www.uscis.gov
8. Filing fee as noted on the I-539 instructions
9. Copy of I-901 SEVIS fee receipt. (See instructions for online payment of SEVIS Fee at www.fmjfee.com)

It is advisable to make copies of all papers submitted prior to mailing by certified mail (keep receipt).