



# Change of Status Request

International Services

## 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](https://www.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).