### Change of Status Checklist

Students must complete and submit the following information with the IPS office to apply for a change of status. Once the application is completed and sent to the USCIS office, it can take 3-5 months to get approval. While the application is pending, you must continue to follow the rules of your current status. Please consider the long processing time when you are making your academic plans if you are changing to F-1 status.

**Checklist:**

- [ ] New ‘change of status’ I-20 issued by IPS.
- [ ] I-94.
- [ ] I-539 Fee of $290, payable to U.S. Department of Homeland Security. Your personal check must have a printed (not hand written) address. Write your I-94 number in the memo section.
- [ ] Letter from the applicant requesting the change of status. It should include a statement explaining why you are requesting a change of status to F-1 or F-2.
  - If you are changing to F-1 and have been accepted to Michigan Tech, include:
    - when you came to the United States,
    - when you applied for admission,
    - which degree program you will be pursuing,
    - who will fund your studies
- [ ] Acceptance letter to Michigan Tech, if changing to F-1.
- [ ] Copies of your visa and unexpired passport.
  - (If J-1, copy of DS-2019; if H-1, copy of H-1 visa approval Notice of Action I-797)
- [ ] Financial documents no more than 6 months old:
  - Bank statement form you or your family
  - An offer of a Teaching or Graduate Assistantship
- [ ] If the applicant is a dependent (spouse) of the F-1 visa holder, include photocopies of student’s I-20 or DS-2019, passport, visa, and I-94.
- [ ] Proof of payment of SEVIS fee.

While your change of status is being processed, you can not travel outside the United States. If you do, your change of status will be automatically canceled.

IPS will send the application to USCIS along with copies or originals of other documents listed above.

<table>
<thead>
<tr>
<th>USCIS</th>
<th>For Express mail and courier deliveries:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citizenship and Immigration Services P.O. BOX 660166</td>
<td>USCIS - ATTN: I-539</td>
</tr>
<tr>
<td>Dallas, TX 75266</td>
<td>2501 S. State Highway 121 Business</td>
</tr>
<tr>
<td></td>
<td>Suite 400</td>
</tr>
<tr>
<td></td>
<td>Lewisville, TX 75067</td>
</tr>
</tbody>
</table>

Updated 11/12/2015