APPLICATION FOR CHANGE
OF NONIMMIGRANT STATUS FROM H-1B TO F-1 VISA STATUS

Immigration reviews applications for change of status based on the applicant’s ability to document and justify a change of intent upon arrival to the U.S.

To change your U.S. visa status, you can either:

a) Travel out of the U.S., apply at a U.S. consulate for the new visa type, and re-enter the U.S. in the new status

b) OR Apply for a change of status within the U.S. by sending an application to an immigration service center as described below.

To apply within the U.S. to change from H-1B to F-1 student status, complete the application as described below. Review your application at the ISSS Office staff before mailing it to USCIS. USCIS will take approximately 1 to 3 months or longer to approve your change of status application.

Your change of status application MUST be received by the USCIS before your final day of employment in H-1B status. You may NOT work on campus as an F-1 student until your change of status to F-1 is approved; however, you may enroll in classes prior to the approval.

Please note: The timing of filing a change of status can vary depending on your situation and where you live in the U.S. and it is best to talk to the ISSS staff about your specific situation.

ITEMS IN APPLICATION TO the appropriate USCIS office as stated in the I-539 instructions:

1) Receipt showing that you have paid the “SEVIS fee” printed when you pay the fee at: www.FMJfee.com.

2) A letter from you, requesting the change of status and explaining your circumstances and plans. It is recommended that the ISSS staff will look at your letter before you mail your packet to the USCIS.

3) Completed Form I-539, Application to Extend/Change Nonimmigrant Status (download this form from www.uscis.gov). The ISSS staff can help you with items you don't understand; remember to fill out both sides of the form, answer questions in Part 4 item 3 on a separate page if necessary.

4) APPLICATION FEE: Check the I-539 form for the appropriate fee amount. Please write your check or money order payable to the Department of Homeland Security. Write your I-94 admission number & the type of application you are requesting on your check or money order.

5) Your RPI I-20. Send the original – not a copy. Sign at the bottom of page 1, Item 11.
6) Photocopies of your immigration documents:
   • Your I-797 approval notice for your H1B status;
   • The ID page of your passport;
   • Page in passport showing expiration date if different than ID page;
   • Your H1B visa page if you have one;
   • BOTH sides of your I-94 card (send a COPY, NOT the original!) or electronic I-94 printout

7) Financial documentation: evidence which supports section 8 on your new I-20 (a personal or family bank statements and/or a letter from your department describing your assistantship).

Staple all of the items together (keep a copy for your records and give a copy to the ISSS Office) and mail to the appropriate USCIS address as stated in the I-539 instructions.

NOTE: After your I-20 and new I-94 are returned to you, bring them to the ISSS Office so we can make copies for our files. If you had an electronic I-94 then you will not receive a new I-94.