

CHANGES TO F OR J STATUS

APPLICATION CHECKLIST

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| <input type="checkbox"/> COMPLETED FORM I-539, FILLED OUT ONLINE | <input type="checkbox"/> COPY OF FRONT <u>AND</u> BACK OF I-94 CARD |
| <input type="checkbox"/> CHECK FOR \$200 MADE OUT TO "U.S. CITIZENSHIP & IMMIGRATION SERVICES" | <input type="checkbox"/> COMPLETED I-20/DS-2019 REQUEST FORM ON ISSS WEB SITE |
| <input type="checkbox"/> LETTER EXPLAINING WHY YOU'D LIKE TO CHANGE YOUR STATUS | <input type="checkbox"/> I-901 (\$100 SEVIS FEE) RECEIPT—PRINTED UP BY YOU AFTER YOUR SEVIS ID AND ODU SCHOOL CODE ARE E-MAILED TO YOU UPON ISSUANCE OF YOUR I-20) |
| <input type="checkbox"/> COPIES OF BIOGRAPHICAL INFORMATION IN YOUR PASSPORT, INCLUDING PASSPORT EXPIRATION DATE | |

FOR ALL APPLICANTS

To qualify to change from one non-immigrant status to another, you must be able to prove that you have maintained your current non-immigrant status and that you qualify for the new status. You must also prove that you did not falsify your entry into the US by claiming you would be doing one activity when you knew you would be doing another after you entered. An individual who enters on a tourist (B) visa and who immediately applies for a change of status to student will probably be denied, as this indicates a false entry. Also, individuals who enter the U.S. on the Visa Waiver Program may not change to another non-immigrant status, but rather must leave the United States and obtain a new visa.

To change from another status to F or J, you must do the following:

- Read through all of this information and follow instructions; you will also need to make an appointment with the ISSS advisor who processes the paperwork for the alpha group corresponding to your family name.
- Complete a Form I-539 for changes of status (see below for additional instructions on filling out this form). On the I-539, be careful with the following items:

Page 1, Part 1:

- A#: unless you have been issued work permission with an EAD (Employment Authorization Document), you wouldn't have one
- date of last arrival/I-94#: both are on your I-94

Page 1, Part 3:

- date to which status should be extended: D/S (already filled in) means "duration of status"—indicates you will be able to stay as long as you maintain lawful status

Page 1, Part 4:

- in the second section, you are to put your **ADDRESS OUTSIDE THE U.S.**

Page 3, Part 4

- "No" to 3g: Please type the following: *My [father/mother/family] will support me during my studies. Please see the attached documentation.*
- "Yes" to 3g: Please type the information requested about any employment you have had in the U.S. If you have an EAD, please include a copy of it with your application.

After you receive your I-20 or DS-2019: The URL for the I-901 SEVIS Fee payment, currently \$100, is www.fmjfee.com; as mentioned above, ISSS will e-mail you two numbers when your I-20 or DS-2019 is issued: your SEVIS ID number and the ODU School Code. Both of these are needed to complete the transaction. Print the receipt and bring it to ISSS when you come to sign your I-20. If you are currently out of town and need to have your I-20 mailed via anything except for regular US Postal Service, please note that you should designate a person in Norfolk to do that for you as we are not able to provide that service, even with pre-paid envelopes.

The application for a change of status will be sent to Immigration and can take one to six months for processing. When any correspondence arrives from Immigration, you will be contacted via e-mail. The receipt usually comes in two to six weeks; we will e-mail the number to you so you can track the status of your application via the Immigration web site.

IF YOUR SPOUSE AND/OR CHILDREN ARE INCLUDED ON YOUR APPLICATION

If you are requesting a change to F-1 or J-1 and have dependents with you who will be changing to F-2 or J-2 status, you must also complete the dependents addendum on page 4 of the I-539.

You must have proof of the relationship, such as a marriage certificate, birth certificate, or similar proof. Note: if the dependents already have "derivative" status (e.g. H-4, F-2 or J-2), this proof is not necessary.

It is necessary to submit copies of your dependents' I-94s.

IF YOU ARE CHANGING TO F-2 OR J-2 STATUS

You must submit the I-20 or DS-2019 of the F-1 or J-1.

IF YOU ARE CHANGING FROM AN H VISA TO AN F/J VISA

Be sure to include all previous approval notices.