Change of Status to F-1

United States Citizenship and Immigration Services (USCIS) 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 complete the application for a Change of Status to F-1, you must do the following:

1. Apply and be accepted at Bellevue University. (See http://www.bellevue.edu/international or follow the links from our website at www.bellevue.edu to International and then to Future Students for application instructions).

2. Complete the Form I-539, Application to Extend/Change Nonimmigrant Status. Visit the U.S. Citizenship and Immigration Services (USCIS) website and type your information onto the form at: http://www.uscis.gov/files/form/i-539.pdf. Include your financial support information to clarify your response to Part 4, Question 3G. After typing all of the required information onto the form, print it out. Sign and date the form.

3. Compose a letter addressed to USCIS requesting a Change of Status to F-1, stating the reasons for the change and how and why your intentions have changed once in the U.S., along with any other relevant information.

4. Obtain a new, completed and signed Form I-20 with the issuance reason of “Initial attendance - change of status requested” printed on page one in section three of the Form I-20. A new I-20 will be issued by Bellevue University International Programs upon acceptance into a Bellevue University degree program. Review, complete, sign and date this new Change of Status Form I-20.

5. Provide documentation justifying your financial support. Examples of this could include a Financial Affidavit of Support Form, bank statement and/or scholarship letter.

6. Obtain the following items:
   a. Copy of the identification page and expiration date page of your valid passport
   b. Proof of payment of the SEVIS I-901 fee (www.fmjfee.com)
   c. Copies of previously issued immigration documents (Form I-20, Form DS-2019, etc.)
   d. Copy of your U.S. visa entry stamp
   e. Original Form I-94 Arrival-Departure record
   f. Completed Form G-1145, E-Notification of Application/Petition Acceptance
   g. Copy of both sides of your Spouse’s Form I-94 and Form I-20 or DS-2019 (if changing from F-2 or J-2 to F-1)
   h. Original Form I-94, Dependent I-20, etc. of each dependent, if your dependents also plan to change status

7. Provide a Personal Check or Money Order for $290 made payable to the Department of Homeland Security. Write your Form I-94 number and full name on the check or money order if they are not already on it.

8. Make a copy for your personal records of all documents you will send to USCIS.

9. Send your application to the USCIS Dallas Lockbox facility using a tracking-based mailing option:

For U.S. Postal Service:
USCIS
P.O. Box 660166
Dallas, TX 75266

For Express mail and courier deliveries:
USCIS
ATTN: I-539
2501 S. State Highway 121 Business Suite 400
Lewisville, TX 75067