

Form IS-110, Request to Change Status to F-1

F-1 student status is appropriate if you intend on pursuing full-time studies in the United States. For persons currently in the US in another nonimmigrant status, there are two ways to obtain F-1 student status:

1. You may obtain an F-1 visa via travel abroad.
2. You may obtain an F-1 status by applying to the US Citizenship and Immigration Services ([USCIS](#)) for a change of status (COS) without departing the US. Both methods require that you demonstrate your intention to leave the US after completing your program of study or do not plan to stay in the US indefinitely.

Part I. Student Information

1. Name _____ 2. Foreign Address _____
 3. Email _____ 4. Your current visa status _____ 5. Academic Department _____

Part II. Procedure

1. Call International Services (IS) to set up an appointment and bring the following documents with you:

- 1) Your admission letter
- 2) Your financial documents
- 3) Passport
- 4) Form I-94

Please circle your method of changing status below:

Will change status outside the US Will change status within the US

2. Pay SEVIS fee at <https://www.fmjfee.com/index.jhtml> (If you pay the SEVIS fee online, you can print the receipt immediately).
3. If you are going to travel abroad to apply for a visa, please set up an appointment with a [U.S. embassies or consulates](#) prior to your departure.
4. If you are going to apply for a change of status (COS) without departing the US, you will need to submit the following to the USCIS:

- 1) Application fee of \$370.00 (Check or Money Order made payable to the "Department of Homeland Security.")
- 2) Completed, signed and dated [Form I-539](#), Application to Extend/Change Nonimmigrant Status.
- 3) A cover letter from you addressed to the USCIS, requesting a change of status, explaining your circumstances.
- 4) A copy of your admission letter.
- 5) A copy of your SEVIS fee receipt, verifying that you have paid the SEVIS fee.
- 6) Your original form I-20.
- 7) Copies of your previous form I-20(s).
- 8) Your financial documentation.
- 9) A copy of your Form I-94 (both sides).
- 10) A copy of your passport biographic and picture pages.
- 11) A copy of your U.S. visa stamp.
- 12) If you hold a dependent status, e.g. F-2 or J-2, a copy of your spouse's/parent's F-1 or J-1 documents (form I-20, form DS-2019, biographic and picture pages of passport, visa and form I-94).

Make a complete copy of your documents for your record prior to mailing.

Mail your application to the following address by a trackable mailing service to:

USCIS Vermont Service Center
 Attn: I-539
 75 Lower Welden Street
 St. Albans, VT 05479

If you do not live in SC, please visit [USCIS website](#) for your filing address

Part III. Important Notes

- We recommend that you schedule an appointment with an International Service Advisor to review your completed application before filing it with the USCIS.
- Estimated processing time for USCIS is from two to six months. Please check the USCIS web site for [current processing times](#).
- You will receive an I-797 receipt notice from the USCIS approximately one month after filing your application. You may [check the status of your application](#) on-line using the receipt number found on the I-797 receipt notice.
- If you receive a Request for Evidence (RFE) from the USCIS, consult with IS and/or your immigration attorney before responding.
- You may not attend school while your change of status application is pending at USCIS. Furthermore, you may not begin an assistantship, or engage in on-campus or off-campus employment of any kind until your change of status has been approved by the USCIS.
- After a change of status from within the US, you may need to obtain a new visa stamp for your new status on your next trip abroad. This will necessitate a visit to a US embassy or consulate during that trip. Consult with IS about this process well before your trip.
- IS reminds students that a change of status application is the responsibility of the applicant. IS has provided the above information as a courtesy and recommends that persons with complex applications consult a competent immigration attorney before proceeding.

