Change of Status

There are two ways to change to F-1 or F-2 status. Once you decide which option you will choose, you must continue with this option. You cannot change your mind once you have received your I-20.

Option 1: Travel and Reentry: Leave the US, apply for an F-1//F-2 visa at a US consulate, and reenter the US on F status. (There are no US consulates in the US.) Note that you can only reenter the country 30 days before the start of your F/J status.
-or-

Option 2: Change of Status: Change your status in the US through USCIS without obtaining a new visa. (You will need to obtain a visa at a US consulate abroad the next time you leave the US). This option can take 9-13 months and you must maintain your current status until your new status is approved. You cannot choose this option if you:

• are on C, D, K, or M status
• entered the US on a Visa-Waiver
• are on J-1 or J-2 status and are subject to the two-year residency requirement
• are on B-1/B-2 status and cannot prove that you decided to study after entering the US

Step 1: Request an I-20

• If you will Travel and Reenter, request an Initial I-20.
• If you will Change your Status in the US, request an Initial I-20/DS-2019 for Change of Status
• You must provide proof of finances. Review the Estimated Cost of Attendance handout and the Financial Documentation handout for more information.
• Access the application here: https://www.wctc.edu/_site-pdfs/forms/international-student-application.pdf

Step 2: Pay the SEVIS fee.

• Those changing to F-2 may skip this step.
• The SEVIS fee is 200 USD for F-1 students and is separate from and in addition to the visa application fee.
  o Complete the Form I-901 and pay via credit card or Western Union. Be sure to write your name exactly as it appears on your I-20 form.
  o Print a copy of the online receipt.
  o Be sure to make copies of your receipt and keep it with your other important immigration documents.
  o For further information, please visit the SEVIS Fee Frequently Asked Questions page.
Step 3: Change your status.

- If you will Travel and Reenter, consult the page linked above for details.
- If you will Change your Status in the US, please see page two for the required documents. Global Education will review your application before submission.

Step 4: Provide proof of your new status.

Bring copies of your new status to the Global Education Center for review:

- Travel and Reentry: F-1/F-2 visa, port of entry stamp and I-94.
- Change of Status: I-797 approval notice with I-94 attachment.

**I-539 Change of Status Application**

- Write a check for the filing fee of $370 (except for certain A/G non-immigrants), make the check or money order payable to U.S. Department of Homeland Security.
- Write a check for the biometrics fee of $85, make the check or money order payable to U.S. Department of Homeland Security.
- Complete the G-1145 form to accept electronic notification that your application has been received: [http://www.uscis.gov/g-1145](http://www.uscis.gov/g-1145) (must be typed).

**Financial Documents**

- Include copies of the documents you submitted in order to request your I-20 (affidavit of support, bank statements)
- Include a copy of the SEVIS I-901 fee payment (except F-2s).

**Correspondence**

- Submit a letter indicating why you want to change to F-1/ F-2 status.

**Family Relationship**

- If you are applying for F-2 status, or are including dependents in this application, you should provide copies of marriage certificates and/or birth/adoption certificates as relevant to prove the relationship between the primary (F-1) and dependent (F-2) applicant(s).
  a. If you are including additional dependents (spouses or children under 21), file a I-539A for each dependent, include their I-94, and submit an additional biometrics payment.
- If you were on a dependent visa but have divorced the primary visa holder, you should include a copy of the divorce certificate.
- If you are filing as a dependent of an H temporary worker, include:
  a. Evidence of relationship to H temporary worker (marriage or birth certificate)
  b. Copy of I-797 receipt notice/approval notice or I-94 for H temporary worker
Identity

- Clear, color copy of the biographical page of your passport

Immigration Status

- Copy of new I-20.
- Copy of I-94 print out: www.cbp.gov/i94.
- Copy of port of entry stamp in passport.
- Copy of visa.
- Copy of other immigration documents (I-797 notices, all I-20s, all DS-2019s, etc.)
- Transcript/enrollment verification or admission letter for new students.
- Proof of maintaining current status such as copies of the primary’s immigration documents, pay stubs/employer letter for H-1B holders, etc.

After all the documents have been collected, make an appointment with Global Education Coordinator to review your application.